

AGENDA
REGULAR MEETING OF COUNCIL
October 28, 2019
6:00 PM

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
 - 3.A CORRESPONDENCE RECEIVED FROM CITY CONTROLLER DATED OCTOBER 9, 2019 IN REFERENCE TO REVIEW OF GAS CARD DISCREPANCIES.

[Correspondence from City Controller - Gas Card Discrepancies 10-9-19.pdf](#)
 - 3.B CORRESPONDENCE RECEIVED FROM CITY CONTROLLER DATED OCTOBER 9, 2019 REGARDING OVERTIME FIGURES FOR ALL CITY DEPARTMENTS.

[Correspondence from City Controller - Overtime Figures 10-9-19.pdf](#)
 - 3.C TAX ASSESSOR'S RESULTS REPORT FOR HEARING DATE HELD OCTOBER 16, 2019.

[Tax Assessor's Results Report for 10-16-19.pdf](#)
 - 3.D INDEPENDENT AUDITORS' REPORT AND FINANCIAL STATEMENTS OF THE SCRANTON SEWER AUTHORITY FOR THE YEAR ENDED MARCH 31, 2018 PREPARED BY KOHANSKI COMPANY, PC.

[Scranton Sewer Authority Financial Statements 3-31-18.pdf](#)

4. CITIZENS PARTICIPATION

5. INTRODUCTION OF ORDINANCES, RESOLUTIONS, APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS & COMMISSIONS MOTIONS & REPORTS OF COMMITTEES

5.A MOTIONS

- 5.B FOR INTRODUCTION – A RESOLUTION – RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF LACKAWANNA COLLEGE, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$202,599.66 FOR THE PROJECT TO BE KNOWN AS “LACKAWANNA COLLEGE – MOBILE E-SPORTS ARENA SPACE” LOCATED 501 VINE STREET, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$202,599.66 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

[Resolution-2019 LSA Grant Lackawanna College.pdf](#)

- 5.C FOR INTRODUCTION – A RESOLUTION – RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF GARDEN OF CEDAR, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$100,000.00 FOR THE PROJECT TO BE KNOWN AS “GARDEN OF CEDAR – GROWING COMMUNITY, JOBS, AND FOOD PARK PROJECT” LOCATED AT 715 CEDAR AVENUE, SCRANTON, PENNSYLVANIA AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND

COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$100,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

[Resolution-2019 LSA Grant Garden of Cedar.pdf](#)

- 5.D FOR INTRODUCTION – A RESOLUTION – RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF THE SCRANTON CULTURAL CENTER TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$140,000.00 FOR THE PROJECT TO BE KNOWN AS “SCRANTON CULTURAL CENTER – ELEVATOR REPLACEMENT PROJECT” LOCATED AT 420 NORTH WASHINGTON AVENUE, AND AUTHORIZING THE MAYOR AND OTHER APPROPRAITE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$140,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

[Resolution-2019 LSA Grant Scranton Cultural Center.pdf](#)

- 5.E FOR INTRODUCTION – A RESOLUTION – RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$38,740.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS: CONNORS PARK, CONNELL PARK, TRIPP PARK, AND FELLOWS PARK, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE CITY OF SCRANTON POLICE DEPARTMENT TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS.

[Resolution-2019 Security Cameras for Four City Parks.pdf](#)

- 5.F FOR INTRODUCTION - A RESOLUTION - RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$50,892.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES: MEDALLION PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CASEY PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CONNELL PARKING GARAGE LOCATED ON NORTH WASHINGTON AVENUE, AND THE LINDEN STREET PARKING GARAGE; AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES.

[Resolution-2019 Security Cameras for Parking Garages.pdf](#)

- 5.G FOR INTRODUCTION - A RESOLUTION - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ("DCED") FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS-MONROE COUNTY) IN THE AMOUNT OF \$75,000.00 FOR THE PURCHASE AND INSTALLATION OF A NEW LINER (MEMBRANE) FOR THE POOL AT THE NAY AUG PARK SWIM COMPLEX.

[Resolution-2019 LSA Grant for New Liner for Nay Aug Pool.pdf](#)

- 5.H FOR INTRODUCTION - A RESOLUTION - APPOINTMENT OF CAROL ANN MIGLIORINO, 1114 MARION STREET, SCRANTON, PENNSYLVANIA, 18509 AS A MEMBER OF THE BOARD OF ETHICS FOR A ONE (1) YEAR TERM, AND HER EFFECTIVE DATE WILL BE AUGUST 29, 2019. HER TERM WILL EXPIRE ON AUGUST 31, 2020.

[Resolution-2019 Appt. Carol Migliorino to Ethics Board.pdf](#)

- 5.I FOR INTRODUCTION - A RESOLUTION - AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40166 NORTH MAIN AVENUE AT SCHIFF'S DRIVEWAY AND JOHNSON COLLEGE DRIVEWAY UNDER PROPOSED PROJECT ECMS/MPMS #105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL

RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET- COUNTY ROAD).

[Resolution-2019 PennDOT app Traffic Signal Approval 40166.pdf](#)

- 5.J FOR INTRODUCTION – A RESOLUTION – AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION (“PENNDOT”) APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40167 NORTH MAIN AVENUE AT INTERSTATE 81 SOUTHBOUND RAMPS (SR8011) UNDER PROPOSED PROJECT ECMS/MPMS #105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET- COUNTY ROAD).

[Resolution-2019 PennDOT app Traffic Signal Approval 40167.pdf](#)

- 5.K FOR INTRODUCTION – A RESOLUTION – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE DEPARTMENT OF COMMONWEALTH FINANCING AUTHORITY OF THE COMMONWEALTH OF PENNSYLVANIA FOR A MULTIMODAL TRANSPORTATION FUNDS GRANT IN THE AMOUNT OF \$1,586,000.00 FOR THE COMPLETE REPLACEMENT OF THE ASH STREET BRIDGE.

[Resolution-2019 Grant Application Replace Ash Street Bridge.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

- 6.A NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION – FILE OF THE COUNCIL NO. 75, 2019 – – AN ORDINANCE – ESTABLISHING PERMIT PARKING ON THE EVEN SIDE OF THE 900 BLOCK OF JEFFERSON AVENUE.

[Ordinance-2019 Permit Parking Even Side 900 blk Jefferson Avenue.pdf](#)

- 7.B FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 168, 2019 - - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH FOX ROTHSCHILD LLP TO PROVIDE LEGAL SERVICES TO THE CITY OF SCRANTON IN THE REFUSE CLASS ACTION LITIGATION.

[Resolution-2019 Contract with Fox Rothschild LLP to Settle Refuse Class Action Litigation.pdf](#)

- 7.C FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 169, 2019 - AUTHORIZING APPOINTMENT OF GLYNIS JOHNS, 801 TOWNHOUSE BOULEVARD, SCRANTON, PENNSYLVANIA, 18508 TO SERVE AS A MEMBER OF THE SCRANTON PUBLIC LIBRARY AUTHORITY EFFECTIVE OCTOBER 1, 2019. MS. JOHNS IS BEING APPOINTED TO A FIVE (5) YEAR TERM WHICH WILL EXPIRE ON OCTOBER 1, 2024.

[Resolution-2019 Appt. Glynis Johns to Scranton Public Library Authority.pdf](#)

- 7.D FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION - RESOLUTION NO. 170, 2019 - AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40040 7TH AVENUE/PROVIDENCE ROAD (SR3029) AND OLIVE STREET/MUNCHAK WAY AND OLIVE PLAZA FOR MODIFICATIONS TO ACCOMMODATE NEW CINGULAR WIRELESS D/B/A/ AT&T MOBILITY SMALL CELL SITES PROJECT, INCLUDING MAST ARM REPLACEMENT.

[Resolution-2019 PennDOT app to Accomodate New Cingular Wireless.pdf](#)

8. ADJOURNMENT

∞ 3A

City of Scranton
Pennsylvania

Roseann Novembrino
City Controller
Municipal Building
Scranton, Pennsylvania 18503
(570) 348-4125



Office of the City Controller
and Bureau of Investigations

RECEIVED

OCT 10 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

October 9, 2019

Michael Lynady
D.P.W.
340 N. Washington Ave.
Scranton, PA 18503

Mr. Lynady

After a review of the gas card statements, the following discrepancies need to be addressed in order for The City Controller's office to perform an accurate report that Council requested:

Mr. Lynady you have 3 cards in your name. Card #8, #76, #77
Card #76 is billed in your name and shows Justin Butler (Police Dept.) using it.

Card #95 is billed to (Ford Van FD)
Jay Murphy (DPW Mechanic) shows use.
Jay Murphy has card #5 issued to him.
Card #5 shows use by Patrick McMullen (DPW Foreman)
Patrick McMullen has card #10 issued to him. He also shows use on house cards that are placed at three gas stations for Police Patrol.

House cards are stationed at:

Card #64 551 Moosic Street
Card #65 220 S. 7th Ave.
Card #67 1227 S. Main Street

Card #77 is issued to Mike Lynady but shows use from Brian Lynady (Police Dept.).
Brian Lynady has card #88 Issued to him and shows use.

Card #69 is issued to Bill Ritter (DPW) and shows usage by Tony Santoli (DPW-Tree Maintenance)

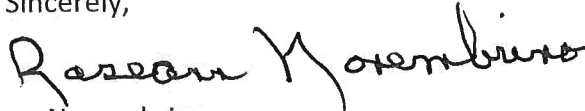
Tony Santoli has card #26 issued to him and shows use.

The following cards have been issued but show no use for the last 5 months

#87-Gifford (Police)
#84-Cantafio (Police)
#80-Lubeck (Police)
#79-Baizan (Police)
#78-Wega (No longer employed)
#74-Carroll (Police)
#59-Detective
#38-SID (Police)

Please rectify these issues.

Sincerely,

A handwritten signature in black ink, reading "Roseann Novembrino". The signature is fluid and cursive, with the first name "Roseann" and last name "Novembrino" clearly distinguishable.

Roseann Novembrino
City Controller

Cc: Wayne Evans, Mayor
David Bulzoni, Business Administrator
Jessica Eskra, City Solicitor
Dennis Gallagher, Director of DPW
Scranton City Council

City of Scranton
Pennsylvania

Roseann Novembrino
City Controller
Municipal Building
Scranton, Pennsylvania 18503
(570) 348-4125



Office of the City Controller
and Bureau of Investigations

October 9, 2019

City Council
Municipal Building
340 N. Washington Avenue
Scranton Pa, 18503

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OCT - 9 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Councilman Gaughan,

Per your request, here is an update on all overtime figures, for all city departments, Year to date.

Respectfully,

Roseann Novembrino

Roseann Novembrino

City Controller

October 9, 2019

OVERTIME/OTHER
PAY PERIOD ENDING 9/27/19

	YEARLY ALLOCATED	YEAR TO DATE	UNDER (OVER)	TRANSFERS	UNDER (OVER)
POLICE	\$ 650,000.00	\$ 666,301.06	\$ (16,301.06)	\$ -	\$ (16,301.06)
POLICE COURT	135,000.00	139,742.74	(4,742.74)	-	(4,742.74)
TREASURY	-	32.09	(32.09)	-	-
PUB. WORKS	-	6.93	(6.93)	-	(6.93)
ENGINEERING	4,500.00	5,169.86	(669.86)	-	(669.86)
HIGHWAYS-OTHER	-	13,000.00	(13,000.00)	-	(13,000.00)
REFUSE-OTHER	1,000.00	3,000.00	(2,000.00)	-	(2,000.00)
SINGLE TAX OFFICE-OTHER	-	2,250.00	(2,250.00)	-	(2,250.00)
TOTALS	\$ 790,500.00	\$ 829,502.68	\$ (39,002.68)	\$ -	\$ (38,970.59)

City of Scranton
Pennsylvania

Roseann Novembrino
City Controller
Municipal Building
Scranton, Pennsylvania 18503
(570) 348-4125



Office of the City Controller
and Bureau of Investigations

October 10, 2019

City Council
Municipal Building
340 N. Washington Avenue
Scranton Pa, 18503

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OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Councilman Gaughan,

As Per your request, here are the over-time figures for the Fire Department.

- Allocated: \$350,000.00
- Balance: \$ \$94,617.68/ Pay ending 9/27/2019

Respectfully,

Roseann Novembrino

Roseann Novembrino

City Controller

TAX ASSESSOR'S REPORT

Hearing Date: 10/16/19

C1

Time Name

Boro/Twp.

Pin Number

Attorney

Proposed/Current
Assessed Value After Appeal
Value

9:50 AM	RSP ENTERPRISE LLC	SCRANTON	1571601003502	FRED RINALDI	2500	2500
9:50 AM	RSP ENTERPRISE LLC	SCRANTON	15716010034	FRED RINALDI	35000	35000
9:50 AM	RSP ENTERPRISE LLC	SCRANTON	1571601003501	FRED RINALDI	2424	2424
10:00 AM	JBAS REALTY LLC	SCRANTON	1458203000202		150500	130900
10:15 AM	BUNEVITCH DANIEL	SCRANTON	13509030014		79650	62650
10:30 AM	DIAMOND 307 LLC	SCRANTON	15704010002	FRED RINALDI	12200	6100
10:30 AM	DIAMOND 307 LLC	SCRANTON	15716010035	FRED RINALDI	230000	192000
11:00 AM	TWELVE OLIVE LLC	DUNMORE	13502020016	MARK CONWAY	679500	679500
11:00 AM	TWELVE OLIVE LLC	DUNMORE	1350202001601	MARK CONWAY	75700	49000
11:45 AM	MARYWOOD UNIVERSITY	DUNMORE	1351805000321	WILLIAM JONES	1367300	893000
11:45 AM	MARYWOOD UNIVERSITY	SCRANTON	13518030033	WILLIAM JONES	387900	387900
12:15 PM	R L ROBERTS LLC	DUNMORE	13601010005	GREGORY SCHAFER	459650	459650
12:45 PM	OSJ OF SCRANTON LLC	DICKSON CITY	1120402000102	BRIAN STAHL	590000	590000
1:00 PM	SDO FUND II D32 LLC	SCRANTON	1563501001301	GLEN-DAVID SCHWARZ	800000	800000
1:00 PM	USPG PORTFOLIO FIVE LLC	MOOSIC	18601010015	GLEN-DAVID SCHWARZ	4900000	4900000
1:30 PM	BIRNEY 1 LP	MOOSIC	17612010014	FRANCIS HOEGEN	741544	741544
1:30 PM	FURNITURE EXECUTIVES NO.2 LP	SCRANTON	1240104000102	FRANCIS HOEGEN	775000	775000
1:30 PM	PP & M REALTY COMPANY	SCRANTON	1230302003202	FRANCIS HOEGEN	200000	200000
2:15 PM	GPH SCRANTON LP	SCRANTON WD-9	14661030004	DAVID SCHNEIDER	656000	656000
2:15 PM	ROLLING FRITO LAY SALES LP	MOOSIC	1850303000502	DAVID SCHNEIDER	259000	259000
TOTAL RECORDS					20	

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OCT 23 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

THE SEWER AUTHORITY
OF THE CITY OF SCRANTON
(A COMPONENT UNIT
OF THE CITY OF SCRANTON)

FINANCIAL STATEMENTS
AND
ADDITIONAL INFORMATION

MARCH 31, 2018

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OFFICE OF CITY
COUNCIL/CITY CLERK

KOHANSKI

Company • P C

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

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MARCH 31, 2018

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KOHANSKI

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
The Sewer Authority of the City of Scranton:

Report on the Financial Statements

We have audited the accompanying financial statements of the Sewer Authority of the City of Scranton, a component unit of the City of Scranton (the "Authority") as of and for the year ended March 31, 2018 and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Sewer Authority of the City of Scranton, as of March 31, 2018, and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Management has omitted a management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2019, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Kohowski & Co., PC

Moosic, PA
October 17, 2019

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

STATEMENT OF NET POSITION
MARCH 31, 2018

ASSETS

CURRENT ASSETS:

Cash and cash equivalents	\$ 886,815
Accounts receivable, net	116,191
Prepaid insurance	22,196
Escrow deposits	<u>16,811,213</u>

Total Current Assets 17,836,415

CAPITAL ASSETS, net of accumulated depreciation 5,885

\$ 17,842,300

LIABILITIES AND NET POSITION

CURRENT LIABILITIES:

Accrued expenses	\$ 699,906
Accrued payroll	<u>3,029</u>

Total Current Liabilities 702,935

NET POSITION:

Net investment in capital assets	5,885
Restricted for escrow agreements	16,811,213
Unrestricted	<u>322,267</u>

Total Net Position 17,139,365

\$ 17,842,300

The accompanying notes are an integral part of these financial statements.

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

**STATEMENT OF REVENUES, EXPENSES AND
CHANGE IN NET POSITION
YEAR ENDING MARCH 31, 2018**

OPERATING REVENUES:

Lien payments	\$ 207,856
Miscellaneous income	80,851
Interest income	<u>75,220</u>

Total Operating Revenues	<u>363,927</u>
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OPERATING EXPENSES:

Salary and wages	158,025
Employee benefits	135,192
Payroll taxes	11,925
Professional fees	190,575
Easements	119,500
Insurance	76,569
Miscellaneous	10,559
Bank charges	10,500
Office expenses	2,953
Postage	2,457
Utilities	2,131
Advertising	1,505
Depreciation	1,502
Maintenance	<u>69</u>

Total Operating Expenses	<u>723,462</u>
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CHANGE IN NET POSITION	<u>(359,535)</u>
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NET POSITION - Beginning

As previously reported	17,729,654
Prior-period adjustments	<u>(230,754)</u>

As Restated	<u>17,498,900</u>
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NET POSITION - Ending	<u><u>\$ 17,139,365</u></u>
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The accompanying notes are an integral part of these financial statements.

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

STATEMENT OF CASH FLOWS
YEAR ENDING MARCH 31, 2018

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash received for liens	\$ 205,105
Cash received from miscellaneous fees	80,851
Cash paid to employees for services	(155,171)
Cash paid for legal fees and easements	(218,346)
Cash paid for operating expenses	<u>(1,534,658)</u>

Net Cash Used By Operating Activities	<u>(1,622,219)</u>
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CASH FLOWS FROM INVESTING ACTIVITIES:

Cash received from interest	<u>75,220</u>
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NET CHANGE IN CASH	(1,546,999)
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CASH - BEGINNING	<u>2,433,814</u>
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CASH - ENDING	<u><u>\$ 886,815</u></u>
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CASH FLOWS FROM OPERATING ACTIVITIES:

Loss from operations	\$ (359,535)
Adjustments to reconcile loss from operations to net cash used by operating activities:	
Depreciation	1,502
Change in assets and liabilities:	
Accounts receivable	(2,751)
Prepaid insurance	(22,196)
Escrow deposits	111,819
Accrued payroll	2,854
Accrued expenses	<u>(1,353,912)</u>

Net Cash Used By Operating Activities	<u><u>\$ (1,622,219)</u></u>
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The accompanying notes are an integral part of these financial statements.

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THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2018

NOTE 1: NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

The Sewer Authority of the City of Scranton (the "Authority") is a body corporate and politic organized under the Pennsylvania Municipalities Act of 1945, P.C. 382, as amended and supplemented. By a Certificate of Joinder dated August 17, 1966, the Borough of Dunmore became an Authority member.

On July 14, 1971, the City of Scranton appointed the Authority to be its agent in the operation of the sewer system. The terms of this service agreement continues for a one-year period and automatically extends itself on a year-to-year basis until one of the parties thereto gives notice of its intent to cancel 30 days prior to the termination of any yearly period.

On March 28, 2016, the Authority's Board of Directors adopted a resolution approving the sale of substantially all of the Authority's assets to Pennsylvania American Water Company ("PAWC") pursuant to the terms of the Asset Purchase Agreement entered into between the two parties. The sale transaction was completed on December 29, 2016.

The reporting entity has been defined in accordance with the criteria established in Government Auditing Standards Board ("GASB") Statement No. 39, "Determining Whether Organizations are Component Units." The specific criteria used is as follows: a) financial interdependency; b) selection of governing authority; c) designation of management; d) ability to significantly influence operations, e) accountability for fiscal matters; f) scope of public service; and g) special financing relationships. As defined, there are no other related organizations which should be included in the financial statements.

The Authority has determined that it is a component unit of the City of Scranton since the City guaranteed the Authority's loans with the Pennsylvania Infrastructure Investment Authority ("PENNVEST"); therefore, the Authority is included in the reporting entity of the City of Scranton.

Basis of Accounting

The financial statements of the Authority have been prepared on the accrual basis of accounting to conform to U.S. generally accepted accounting principles, as they apply to enterprise funds of governmental units.

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2018

NOTE 1: NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES
(CONT'D)

Basis of Presentation: Proprietary Fund

The governmental fund category used by the Authority is the proprietary fund. Proprietary category funds are used to account for and report those governmental activities that are designed to be self-supporting from fees charged to consumers of the fund's goods and services or where the governing body has decided that the periodic determination of revenues, expenses, and net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The accounting and financial reporting practices of proprietary funds are similar to those used for business enterprises and focus on capital maintenance and the flow of economic resources.

Proprietary fund statements provide both long-term and short-term financial information which is similar to the information reported by a business-type entity. All assets and all liabilities associated with the operation of these funds are included on the statement of net position. Net position is segregated into net investment in capital assets and unrestricted net assets. The statement of changes in fund net position presents increases (i.e. revenues) and decreases (i.e. expenses) in total net position.

Two fund types are included in the proprietary fund category; enterprise and internal services funds. The Authority uses the enterprise fund type.

Enterprise funds account for operations that provide goods or services to the general public on a continuing basis. Such operations are financed and operated in a manner similar to private businesses and are intended to be self-supporting through charges to users.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues for the Authority is the collection of outstanding sewage treatment fees. Operating expenses for the Authority include the cost of services, administrative expenses, and depreciation of capital assets. All revenue and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2018

NOTE 1: NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES
(CONT'D)

Cash

For purposes of the statements of cash flows, the Authority considered all unrestricted highly liquid investments with an initial maturity of three months or less to be cash.

Accounts Receivable

Accounts receivable consists of customer accounts, delinquent over one-year, which were not purchased by PAWC. The Authority retained these customer accounts as part of the sales transaction. The Authority, as an operation of law, maintains the ability to convert its past due accounts into municipal claims through legal liens which were filed against the customer's property prior to December 29, 2016.

Since a major portion of the accounts receivable is considered uncollectible, the Authority has an allowance equal to its estimate of collection losses.

Property and Equipment

Property and equipment consists of computer equipment and software which are carried at cost and are depreciated on the straight-line method over 5 years.

Income Taxes

The Authority is exempt from Federal and state income tax and therefore, no provision for income tax has been made.

Use of Restricted/Unrestricted Net Assets

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, and then unrestricted resources as they are needed.

Effects of New Pronouncements

The following summarizes recent GASB pronouncements and their impact, if any, on the financial statements:

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2018

NOTE 1: NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES
(CONT'D)

Effects of New Pronouncements (Cont'd)

In November 2016, GASB issued statement No. 83, *Certain Asset Retirement Obligations*. This statement addresses accounting and financial reporting for certain asset retirement obligations ("AROs"). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has a legal obligation to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance of this Statement.

The provisions of Statement No. 83 are effective for fiscal years beginning after June 15, 2018. The Authority is currently evaluating the effects of this statement on its financial statements.

Subsequent Events

Management has evaluated subsequent events through October 17, 2019, which is the date the financial statements were available to be issued, for events requiring recording or disclosure in the financial statements for the year ended March 31, 2018.

**NOTE 2: ASSET PURCHASE AGREEMENT, INDEMNITY ESCROW FUND AND
 INDEMNITY ESCROW AGREEMENT**

On March 28, 2016, the Authority entered into an asset purchase agreement ("agreement"), which was amended and restated on October 28, 2016 with PAWC for its acquisition of the sewer collection system and wastewater treatment operations ("system"), including substantially all of the Authority's business assets, other than excluded assets as stipulated by the agreement. The transaction closed on December 29, 2016. The agreement provides that the Authority will sell to PAWC, free and clear of all liens, exclusive of permitted liens, all of the Authorities right, title and interest in and to all assets, properties, business, goodwill and rights, of every kind and description, tangible or intangible, real, personal or mixed, wherever situated, in each case used in, held for use in, or acquired or developed for use in its system, or otherwise related to, or arising out of, the operation or conduct of the system.

As part of the excluded assets, the Authority would retain the rights and title to all of its storm water system assets. Historical cost and net book value information for these retained storm water sewer system assets is not available. The Authority has deemed it impractical to identify, value and reflect these retained storm water system assets in the accompanying statement of net position.

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2018

**NOTE 2: ASSET PURCHASE AGREEMENT, INDEMNITY ESCROW FUND AND
INDEMNITY ESCROW AGREEMENT (CONT'D)**

Pursuant to the sales agreement the Authority was responsible to obtain all easements related to parts of its system which were not recorded with the recorder of deeds to allow for access to all parts of the system in event of the need for repair. Prior to closing the Authority was unable to obtain all the necessary easements. Related to the easement matter there was a class action lawsuit filed against the Authority in the Court of Common Pleas, Lackawanna County, captioned as Hadley, et al v. Scranton Sewer Authority, Case No. 2016-06261 ("Class Action Litigation").

To facilitate and allow the parties to close the transaction while continuing to try to resolve the easement matters, as well as to provide security to the buyer to ensure the Authority's Representations and Warranties as part of the agreement it was agreed that two escrow accounts would be established.

Due to the restrictions that are placed on those escrow funds, the Authority has determined that the proper accounting for these funds will be restricted assets until such time as they become available to the Authority through the operations of their respective Escrow Agreement.

Essential Easement Fund

The Essential Easement Fund of Twelve Million Dollars (\$12,000,000) was deposited with First National Community Bank ("FNCB"). The Authority, PAWC and FNCB executed an escrow agreement which governs the types of disbursements allowable, the forms that need to be filed to request withdrawals and the procedures that will govern in the event of disagreement or dispute. The balance in the Essential Easement Fund was \$11,819,545 at March 31, 2018.

The Authority is solely responsible and may not utilize any funds from this escrow to obtain any easements from the City of Scranton, the Borough of Dunmore or any governmental Authority (including school districts, redevelopment authorities or housing authorities).

Indemnification Obligation Fund and Escrow

The second escrow agreement, the Indemnification Obligation Fund of Five Million Dollars (\$5,000,000) was deposited with Delaware Trust Company ("DTC"). The Authority, PAWC and DTC executed an Escrow Agreement which governs the types of disbursements allowable, the forms that need to be filed to request withdrawals, and the procedures that will govern in the event of disagreement or dispute.

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2018

**NOTE 2: ASSET PURCHASE AGREEMENT, INDEMNITY ESCROW FUND AND
 INDEMNITY ESCROW AGREEMENT (CONT'D)**

Indemnification Obligation Fund and Escrow (Cont'd)

The primary purpose of this fund is to indemnify PAWC, its employees, officers, directors, trustees and agents from any and all damages resulting from misrepresentations made by the Authority as part of the Asset Purchase Agreement, and any other related agreement, breaches or nonfulfillment of any covenants by the Authority, or to the extent PAWC incurs any liabilities which were not previously disclosed to it as part of the sales transaction. The balance in the Idemnification Obligation Fund was \$4,991,668 at March 31, 2018.

NOTE 3: CASH AND ESCROW DEPOSITS

Deposits with Financial Institutions

Custodial credit risk is the risk that, in the event of a bank failure, the Authority's deposits may not be returned to it. The Authority's investment policy requires deposits to be made in insured bank accounts. The Authority maintains cash balances with a local financial institution. Accounts at this institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. As of March 31, 2018, \$637,031 of the Authority's cash balances of \$887,031 was secured by securities pledged as collateral by the financial institution, not in the Authority's name.

Credit Risk

Credit Risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. In accordance with the escrow agreements, any restricted assets held by the trustee can be invested as detailed in the agreements. Unrestricted funds are invested at management's discretion.

The Authority has retracted funds which are maintained under escrow agreements with FNCB and DTC. Pursuant to the escrow agreements, these funds may be invested in BlackRock T-Fund Cash Management Shares or any other investments at the direction by the Authority and PAWC, if those investments are acceptable to the escrow agent. BlackRock T-Fund Cash Management Shares have an average credit quality rating of AAAm (Standard & Poor's) / Aaa-mf (Moody's).

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2018

NOTE 3: CASH AND ESCROW DEPOSITS (CONT'D)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair-value of an investment. The longer the maturity an investment has, the greater its fair-value sensitivity to changes in market interest rates. The Authority does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increasing interest rates.

NOTE 4: CAPITAL ASSETS

Property and equipment activity consisted of the following for the year ended March 31, 2018:

	Balance April 1, 2017	Additions	Disposals	Balance March 31, 2018
Capital assets, being depreciated:				
Operating equipment	\$ 7,510	\$ -	\$ -	\$ 7,510
Less accumulated depreciation:				
Operating equipment	123	1,502	-	1,625
Total capital assets being depreciated, net	\$ 7,387	\$ 1,502	\$ -	\$ 5,885

Depreciation expense charged to operations for 2018 was \$1,502.

NOTE 5: OPERATING LEASES

Office Facility Usage

The Authority conducts its post December 29, 2016 operations from office space located at City of Scranton Municipal Building, N. Washington Avenue Scranton, Pennsylvania. The office space is provided for under an oral agreement, continuing on a month-to-month basis, with the City of Scranton. The Authority is charged no rent for its usage of these facilities; however, it is responsible to pay for all its operating expenses, and insurance costs associated with its use of this office space. Both parties have deemed it immaterial to value and record the Authority's office facility usage as a non-exchange transaction.

THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2018

NOTE 6: DEFEASED REVENUE BONDS

Pursuant to the Asset Purchase Agreement entered between the Authority and PAWC, all outstanding obligations of the Authority were required to be repaid or redeemed using proceeds existing in the various trust accounts established under the indentures for which the bonds were issued. In accordance with the Trust Indentures for each of the outstanding bonds payable, the Authority issued a Notice of Defeasance to Fidelity Deposit and Discount Bank ("Fidelity") who is the Trustee for each of the outstanding bond issues.

Concurrent with the closing of the Agreement of Sale of the Authority, the Authority entered into an escrow agreement with Fidelity to act as the escrow agent for the payment of interest and the early redemption of each of the outstanding bond issues. Fidelity, as Trustee, transferred \$20,485,110 in cash balances held in the various trust accounts relating to each of the outstanding bond issues. As part of the closing, proceeds from the sale were set aside and transferred to Fidelity in the amount of \$28,937,185 to account for the total Gross Escrow Requirement of \$49,422,295. Accordingly, the Trust account assets and the liability for the defeased bonds are not included in the Authority's financial statements. At March 31, 2018, the balances of defeased bonds were as follows:

<u>Issue</u>	<u>Balance</u>
Series A of 2011	\$ 17,515,000
Series B of 2011	\$ 5,140,000
Series of 2014	\$ 10,000,000
Series of 2015	\$ 7,985,000

NOTE 7: CONTINGENT LIABILITIES

The Authority is involved in various claims and legal actions arising in the ordinary course of business. In the opinion of the Authority, the ultimate disposition of any matters outstanding at March 31, 2018 will not have a material effect on the Authority's financial position.

NOTE 8: PRIOR-PERIOD ADJUSTMENTS

The March 31, 2017 financial statements of the Authority contained an understatement of accrued expenses related to improvements of the capital assets sold to PAWC, equipment rentals, employee benefits and easements.

As a result, the Authority's net position as of March 31, 2017 has been decreased by \$230,754.

KOHANSKI

Company • P C

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
The Sewer Authority of the City of Scranton:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Sewer Authority of the City of Scranton, a component unit of the City of Scranton (the "Authority"), as of and for the year ended March 31, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated October 17, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Authority's Response to Findings

The Authority's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kohanski & Co., PC

Moosic, PA
October 17, 2019

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THE SEWER AUTHORITY OF THE CITY OF SCRANTON
(A COMPONENT UNIT OF THE CITY OF SCRANTON)

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED MARCH 31, 2018

FINDING 2018-1 RECONCILIATION OF ACCOUNTS RECEIVABLE

Condition/Cause: The Authority's internal controls over financial reporting did not ensure that all adjustments and transactions related to the collection of outstanding sewer fees were recorded consistently in the general ledger and subsidiary ledger. It was noted that credits recorded in the general ledger during the year ended March 31, 2017 were not recorded in the subsidiary ledger. In addition, liens satisfied in the current year through sheriff sale or partial payment, which were recorded in the subsidiary ledger, were not recorded in the general ledger.

Criteria: Subsidiary ledgers of accounting data should agree to the amount reported in the general ledger.

Effect: The financial statements of the Authority may not accurately reflect the outstanding balance of sewer fees receivable.

Recommendation: The Authority should reconcile the accounts receivable subsidiary ledger on a monthly basis to ensure that all transactions have been properly recorded in the general ledger.

Response: The Authority agrees with the finding and is currently working on reconciling the subsidiary ledger to the general ledger.

RESOLUTION NO. _____

2019

RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF LACKAWANNA COLLEGE, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$202,599.66 FOR THE PROJECT TO BE KNOWN AS " LACKAWANNA COLLEGE – MOBILE E-SPORTS ARENA SPACE" LOCATED 501 VINE STREET, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$202,599.66 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

WHEREAS, the City of Scranton, through the Office of Economic and Community Development, will submit a grant application on behalf of Lackawanna College to the Commonwealth of Pennsylvania ("the Commonwealth") acting through the Commonwealth Financing Authority (the "Grantor") for a Local Share Account Grant, pursuant to the PA Race Horse Development and Gaming Act, for the purchase of technology for a mobile E-sports arena ("Project") located at 501 Vine Street, Scranton, Pennsylvania. A copy of such "Project" details is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton intends herein to ratify and approve the execution and submission of the Grant Application; and

WHEREAS, the Commonwealth of Pennsylvania will review the Grant Application for funding for the Local Share Account Grant in the amount of \$202,599.66 ("Grant") for the "Project"; and

WHEREAS, if the Grant Application is approved, the City of Scranton intends herein to authorize the execution of the Local Share Account Grant Contract and Commitment Letter, and the acceptance, disbursement, and utilization of the Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the execution and submission of the "Grant" Application is hereby ratified and if approved, the Mayor and other appropriate City Officials are hereby

authorized to enter into and execute and submit any additional related paperwork for this "Grant", and if successful, to accept the grant funds to be used for the "Project" as attached hereto. This approval anticipates and authorizes the execution of any and all related documentation necessary for the "Grant" or to accept, disburse, and utilize the "Grant" for the "Project."

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decisions shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



Office of Economic and
Community Development



October 17, 2019

Via Hand Delivery

Jessica Eskra, Esquire
340 North Washington Avenue
4th Fl., Law Department
Scranton, PA 18503

Re: Resolution
City of Scranton, OECD on behalf of Lackawanna College – Mobile E-Sports Arena
Space
LSA Grant Application

Dear Attorney Eskra:

The City of Scranton, specifically OECD, is requesting approval to submit a LSA Grant application on behalf of Lackawanna College for their mobile E-sports arena project.

OECD is requesting that you review the attached Resolution and submit it to City Council for approval.

Please do not hesitate to contact me if you should need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary-Pat Ward".

Mary-Pat Ward
Executive Director

/mpw



September 30, 2019

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Re: LSA Grant Application (Monroe County) – Lackawanna College
Mobile e-Sports Arena Space
Single Application Id: 201909309219

To Whom It May Concern:

Enclosed please find a Single Application for Assistance with Program Addenda regarding the above-referenced matter.

Thank you for your time and consideration in this matter. Please do not hesitate to contact me if you should need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary-Pat Ward". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Mary-Pat Ward
Executive Director

MPW/
Cc: Cathy Wechsler



Agency: Pennsylvania Department of Community and Economic Development
Applicant: The City of Scranton
Web Application #: 8347494
Company: Lackawanna College
Program: Local Share Account Fund (Gaming Funds) Monroe County
Program Fact Sheet Program Guidelines

Application Certification

A fee of \$100.00 was collected for this application. Authorization code: 61035G, Transaction ID: 4588754602

Single Application ID #: 201909309219

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 201909309219 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

Print Signature Page only

Print Entire Application with Signature Page

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED)
Single Application for Assistance, Version Release 5.8.0.1n8

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Applicant Information**

Applicant Entity Type:	Government		
Applicant Name:	The City of Scranton		
NAICS Code	9211		
FEIN/SSN Number	XXXXXXXXXX		
DUNS Number:	136814287		
CEO:	Wayne E. Evans		
CEO Title:	Mayor		
SAP Vendor #:	XXXXXX		
Contact Name:	Mary-Pat Ward		
Contact Title:	Executive Director, OECD		
Phone:	(570)-348-4216	Ext.	4256
Fax:			
E-mail:	mpward@scrantonpa.gov		
Mailing Address:	340 North Washington Avenue		
City:	Scranton		
State:	PA		
Zip Code:	18503		

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Single Application for Assistance****Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Company Information**

Company Entity Type:	Non-Profit Corporation	
Company Name:	Lackawanna College	
Charitable organization?	True	
NAICS Code	6113	
FEIN:	XXXXXXXXXX	
DUNS Number:	075991505	
CEO:	Mark Volk	
CEO Title:	President	
SAP Vendor #:	XXXXXX	
Contact Name:	Cathy Wechsler	
Contact Title:	Manager of Corp., Foundation and Govt. Relations	
Phone:	(570)-961-7869	Ext.
Fax:		
E-mail:	wechsler@lackawanna.edu	
Mailing Address:	501 Vine Street	
City:	Scranton	
State:	PA	
Zip Code:	18509	

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Business Specifics**

Current # of Full-time Employees:	
(In PA):	206
(World Wide):	206
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0.26 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input checked="" type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Educational Facility,

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Overview****Project Name:**

Lackawanna College - Mobile E-Sports Arena Space

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:**Have you contacted anyone at DCED about your project?**

No

If yes, indicate who:

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Site Locations**

Address:	501 Vine Street
City:	Scranton
State:	PA
Zip Code:	18509
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community, Keystone Opportunity Zone

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Budget**

	Local Share Account Fund (Gaming Funds) Monroe County	Private Private	Total
Machinery & Equipment	\$191,904.72	\$0.00	
New Equipment Purchase	\$191,904.72	\$0.00	\$191,904.72
Operating Costs / Working Capital	\$1,000.00	\$0.00	
Audit	\$1,000.00	\$0.00	\$1,000.00
Miscellaneous	\$1,000.00	\$8,695.24	
City Grant Admin (5%)	\$1,000.00	\$8,695.24	\$9,695.24
Total	\$193,904.72	\$8,695.24	
		Budget Total:	\$202,599.96

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations, Budget Justification**Budget Narrative**

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

LC is asking for \$193,904.72 for the final phase of the project. In the first stage of the project, the College will spend an estimated \$450,000 for additional state-of-the-art technology for the first phase of the project.

From the grant funding, \$191,904.72 will be spent on technology including \$37,763.78 on gaming computers and peripherals including monitors and mouse pads from Dell EMC. From JP Lilley \$60,284 will be spent for the lighting and quality control console which includes 12 Chauvet Rogue Moving Effects Heads, 6 Chauvet Wash Pixel Moving Heads, 1 Elation Obsidian Lighting Console, 2 Elation Obsidian EN 12 Ethernet to DMX gateway, 5 Generico 12 Inch Box Truss 5 foot Silver, 3 Generico 12 Inch Box Truss 10 Foot Silver, 2 Generico 6 Way Corner Block Silver and 2 Applied Electronics 36 Inch Base Plate

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Budget**

Silver; \$59,530 for the projection and main stream which includes 2 Digital Projection 21K lumens laser projectors, 2 Digital Projection Long Throw Lens and 2 Projector Mounting Hardwear; \$14,500 for a Newtek Instant Replay System with Controller for the Broadcast booth; green room technology at \$2,490 which includes 1 Glensound Beatrice D4 Intercom Desktop Station and a Sharp 60 Inch Display for a total of \$136,804. The APC Smart-UPS VT Rack Mount costing \$16,719 and four APC Rack PDU at \$240.093 each for a total of \$17,680.27 from Schaedler Yesco Distribution. Thirteen Logitech Gaming Mouse devices at \$54.99 each, five HyperX Cloud Alpha Gaming Headsets at \$88.37 each and five HyperX Cloud II Gaming Headsets at \$99.99 each will be purchased at Amazon for a total of \$1,656.67. Plus three HyperX-Cloud Alpha Wired Stereo Gaming Headsets at \$88.99 each will be purchased at Best Buy for a total of \$266.97. The additional \$1,000 will be utilized for the required grant audit, and \$1,000 will be paid for grant administration to the City of Scranton.

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

Collegiate eSports takes the form of organized multiplayer video game competitions between colleges and universities. Lackawanna College joined the ranks of 60 institutions across the US and Canada, offering the first known program in NEPA. ESPN has announced the creation of the College Esports Championship. These competitions have created a vital need for venues. To accommodate that need there is a focus on adapting spaces to be used for competitions. Venues are economic drivers for the regions where they are located. During these tournaments, the participants and audience will fill the local hotels, restaurants and bars, producing economic impact for the region. Lack. College will upgrade its 1,000-seat theater into a state-of-the-art venue to host esports tournaments. This project is estimated to cost over \$600,000 and would not only be an economic development project for the region, but also improve the quality of life by creating additional recreational activities.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

Lackawanna College will update its 1,000-seat theater with cutting-edge technology to attract national esports tournaments to Scranton. The first phase of the project will start in January 2020, for an estimated cost of \$450,000 and will be paid for by the College. The final phase will be funded with the \$193,904.72 LSA grant request and will be completed by April of 2020. The physical structure of LC's historical theater will remain intact, but the technology infrastructure will be state-of-the-art. The plan will include 12 mobile competition stations, allowing two teams of six players to compete on the stage. Digital mapping will project 3D images on every wall, including a projected scoreboard. Slight physical changes will be made in the balcony region to construct a Podcast and Shoutcasting Booth, the esports version of a broadcast booth. Our team will grow exponentially and LC will continue to educate local students in high-priority occupations.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Technology in the Peoples Security Bank Theater at Lackawanna College will be upgraded to provide a state-of-the-art esports competition venue, while not changing the historical nature of the theater. LC is asking for \$193,904.72 for the final phase of the project. For the earlier phases of the project, LC will spend an estimated \$450,000 for additional technology. From the grant funding \$193,904.72 will be spent on technology including \$37,687.42 on gaming computers and peripherals including monitors, headsets, mouse devices and mouse pads; \$60,284 for the lighting and quality control console; \$59,530 for the projection and main stream; \$14,500 for a broadcast booth for live streaming; green room technology at \$2,490; and an APC Smart UPS and four APC Rack PDUs costing a total of \$17,680.26. The additional \$1,000 will be utilized for the required grant audit and \$1,000 will be paid to the City of Scranton for grant administration.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Upon the LSA award announcement, LC will open the bidding process.

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Narrative**

Bids will be awarded two weeks later.

The final phase of the purchase and installation of the innovative esports technology into the Peoples Security Bank Theater at Lackawanna College will start in March 2020 and is scheduled to be completed before the end of April 2020.

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Program Addenda**

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. 2019 LSA Application -Lackawanna College, Description of Project.pdf [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. 2019 LSA Application -Lackawanna College, Project Schedule and Timeline.pdf [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. 2019 LSA Application -Lackawanna College, Project Budget.pdf [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. 2019 LSA Application -Lackawanna College, Bids Quotes Estimates.pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

5. 2019 LSA Application -Lackawanna College, City Planning Support Letter.pdf [View](#)

6. A letter of support for the project from the affected community;

Uploaded Documents

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Program Addenda**

6. 2019 LSA Application -Lackawanna College, Mayor Support Letter.pdf [View](#)

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. 2019 LSA Application -Lackawanna College, Legislation.pdf [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

9. 2019 LSA Application -Lackawanna College, Applicant Financials.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309219

This page must accompany all required supplemental information Mail to:

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

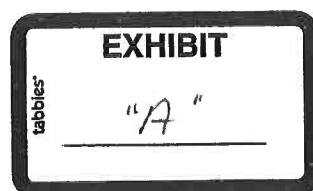
I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309219 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Mary-Pat Ward

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

1. Description of Project



Addenda 1

Founded in 1894, Lackawanna College is a private, 501(c)(3) non-profit, open enrollment institution which provides a quality education to all persons who seek to improve their lives and better the communities in which they live. In addition to our Main Campus in Scranton, Pennsylvania, the College operates regional satellite locations, in Hawley, Hazleton, New Milford, Sunbury, Towanda, and an Environmental Education Center in Covington Township.

With a student body of approximately 1,900, the majority of students, 82%, reside in the 14 counties of Northeastern Pennsylvania. Lackawanna College students tend to come from educationally or economically disadvantaged backgrounds; many (39%) are first-generation college students and 97% of students qualify for financial aid. In addition, 77% of Lackawanna College's full-time freshmen receive Pell Grants, more than any other postsecondary institution in Pennsylvania with over 500 students.

Committed to the revitalization of downtown Scranton, the College has a history of restoring timeworn, underutilized structures for modern use as classroom space, residential housing facilities, Student Union. Most recently, in the fall of 2018, LC opened the newly renovated 409 Adams that includes a cafeteria, culinary teaching kitchens and a student run restaurant. This continued revitalization has led to the stabilization of the downtown neighborhood and economic growth in the Act 47 Distressed City of Scranton.

The Peoples Security Bank Theater at Lackawanna College is located in historic Angeli Hall, 501 Vine Street on the College's Main Campus in Scranton. Through a \$2.4 million renovation that began in 1996, LC rescued the theater of the former Scranton Central High School from years of neglect and disrepair. The Theater's wall and ceiling ornamentation, glass windows, exit signs and seats were carefully refurbished and replaced. The Theater is home to various academic and community events.

With this project, LC will introduce the latest esports technology to the theater, without disturbing the historical significance of the venue. This state-of-the-art technology will turn the 1,000-seat theater into an esports arena. Esports are competitive video gaming. Teams face off against one another to compete while fans watch them play an organized multiplayer video game. It is a global phenomenon that is projected to top \$1.1 billion in revenue this year according to NewZoo, which tracks the industry.

Lackawanna College started its esports team in 2018, and was the first known esports program of its kind in Northeastern Pennsylvania. At the time, LC was one of only 60 collegiate teams in the US and Canada, currently there are over 200. The team competes in games including *Overwatch*, *League of Legends*, and *Rocket League*. The program has many benefits, from

offering students additional athletics opportunities and scholarships to encouraging engagement on and off campus. Student athletes participating in the esports program also have the potential to be viewed as prospects for jobs in the video game industry. In August 2019, the College debuted The Game Room, a podcast focused on collegiate esports.

LC is a member of the National Association of Collegiate Esports (NACE). NACE is the only association of college and university sponsored esports programs that promotes the education and development of students through intercollegiate esports. They have 117 member schools, 2,800+ student-athletes, and offer \$15 million in esports scholarships and aid, an annual national convention and interscholastic competition.

With the phenomenal growth, the esports industry is in desperate need of competition space, both large and small. In addition to regional tournaments, there are many national esports conventions and tournaments looking for competition space. ESPN has recently announced the creation of the College Esports Championship and the National Junior College Athletic Association (NJCAA) is developing a national championship, plus runner-up events for its two-year schools. These venues are economic drivers for the regions where they are located. During these tournaments, the participants and audience will fill the local hotels, restaurants and bars, producing a tremendous economic impact for the region.

The mobile esports arena space at The Peoples Security Bank Theater at Lackawanna College will have twelve moveable competition computers on the stage, allowing two teams of six to compete against each other. Digital mapping technology will project 3D images on every wall, including a projected scoreboard. In the balcony, there will be a Podcast and Shoutcasting Booth installed. Shoutcasting is the esports version of broadcasting. This project is estimated to cost over \$600,000 and LC is requesting \$194,171.69 in LSA funding to complete the final phase. This is not only an economic development project for the region, but also improves the quality of life by creating additional recreational activities.

This project is consistent with regional, county and local comprehensive plans including the City of Scranton Comprehensive Master Plan, the Lackawanna-Luzerne Regional Plan and the Commonwealth of Pennsylvania's Keystone Principles.

Scranton City Comprehensive Master Plan of 1992 was adopted in 1993 and constitutes an overall program in consideration of the character of the city and its various parts, determining the suitability of various parts for particular uses and structures. Lackawanna College's project is consistent with the City's comprehensive plan and specifically the stated goals of rehabilitating and repurposing underutilized buildings and expanding educational opportunities in Northeast Pennsylvania. Located in a designated C-D zoning tract, Downtown Commercial, this project is a permitted use.

The Lackawanna-Luzerne Regional Plan includes the Land Use Plan with the goal of achieving an overall future pattern of development that is responsive to existing and future economic, social, and cultural needs of Lackawanna and Luzerne Counties, promoting revitalization in the area's urban centers, which are Priority Areas, while conserving and preserving natural and agricultural resources.

Lackawanna College's technological upgrade of The Peoples Security Bank Theater at Lackawanna College is consistent with key provisions required by the plan. The continued redevelopment of this property is an efficient and economical way to allow for both new growth and revitalization in downtown Scranton.

This project conforms to the principals included in the state's Keystone Principles for Growth, Investment and Resource Conservation including Redevelop First and Plan Regionally, Implement Locally.

A priority investment for the financially distressed City of Scranton, upgrading the technology in the Lackawanna College Theater will be an economic driver for the region. This will not only bring in up to 20 collegiate teams for each tournament, but also thousands of spectators to watch the games, and fill the hotels, restaurants and bars of Scranton.

The City of Scranton has successfully managed and advanced a wide range of projects located within the city, and will work in collaboration with Lackawanna College to oversee the implementation of the expansion of technology in the Peoples Security Bank Theater at Lackawanna College. Scranton has the necessary experience to administer the Local Share Account (LSA) funding award.

Lackawanna College has extensive experience with large Federal, State and private grants and is well versed in procurement processes and procedures. The College requires three bids for procurement and is familiar with all aspects of wage determinations as applicable.

The College employs a full service fiscal department that serves as an additional layer of oversight to ensure compliance and is comprised of approximately 10 employees who work to ensure the accuracy of all financial matters concerning LC. The department includes a finance officer with fiscal responsibility for an over \$31-million annual budget, including oversight for the administration of million dollar-plus state and federal grants. A grant accountant specifically manages all financial record keeping for grant-funded projects and provides assistance with financial reports. The fiscal department includes a series of checks and balances and abides by traditional accounting rules.

Representing significant potential as an economic stimulator, Lackawanna College has worked to rehabilitate and repurpose underutilized buildings in the downtown as Scranton struggles to recover from two decades of extreme financial duress. Starting in 1994, with the purchase of

the old Scranton Central High School, LC has revitalized these buildings, creating diverse and economic benefits to the City. The establishment of a mobile esports arena in The Peoples Security Bank Theater at Lackawanna College will continue to boost the economy of the region with the numerous collegiate esports competitors and spectators who will come to the region. The hotels, restaurants and bars will be filled with thousands of visitors a year, resulting in a tremendous economic growth for Scranton and all of Northeastern Pennsylvania.

2. Project Schedule and Timeline

Addenda 2
LSA Timeline

Upon the LSA award announcement, LC will open the bidding process.

Bids will be awarded two weeks later.

The final phase of the purchase and installation of the innovative esports technology into the Peoples Security Bank Theater at Lackawanna College will start in March 2020 and is scheduled to be completed before the end of April 2020

3. Project Budget

Addenda 3
Local Share Grant Budget

Expenses—Machinery and Equipment	# of Items	Cost per Item	Total Cost
Dell EMC			
New Alienware 25 Gaming Monitor	13	\$ 479.89	\$ 6,238.57
Alienware AURORA R8	13	\$ 2,158.99	\$ 28,066.87
Alienware Extra Large Gaming-Mouse Pads	13	\$ 25.79	\$ 335.27
Alienware Pro Gaming Keyboard	13	\$ 86.79	\$ 1,123.07
<i>Subtotal</i>			\$ 35,763.78
JP Lilley			
Digital Projection 21K lumens laser projector	2	\$ 25,495.00	\$ 50,990.00
Digital Projection Long Throw Lens	2	\$ 3,995.00	\$ 7,990.00
Projector Mounting Hardware	2	\$ 275.00	\$ 550.00
Chauvet Rogue Moving Effects Head	12	\$ 1,395.00	\$ 16,740.00
Chauvet Wash Pixel Moving Head	6	\$ 4,495.00	\$ 26,970.00
Elation Obsidian Lighting Console	1	\$ 8,250.00	\$ 8,250.00
Elation Obsidian EN12 Ethernet to DMX gateway	2	\$ 1,150.00	\$ 2,300.00
Generico 12 Inch Box Truss 5 Foot Silver	5	\$ 498.00	\$ 2,490.00
Generico 12 Inch Box Truss 10 Foot Silver	3	\$ 598.00	\$ 1,794.00
Generico 6 Way Corner Block Silver	2	\$ 475.00	\$ 950.00
Applied Electronics 36 Inch Base Plate Silver	2	\$ 395.00	\$ 790.00
Newtek Instant Replay System with Controller	1	\$ 14,500.00	\$ 14,500.00
GlenSound Beatrice D4 Intercom Desktop Station	1	\$ 1,495.00	\$ 1,495.00
Sharp 60 Inch Display	1	\$ 995.00	\$ 995.00
<i>Subtotal</i>			\$136,804.00
Schaedler Yesco Distribution			
APC Smart-UPS VT Rack Mount	1	\$ 16,719.90	\$ 16,719.90
APC Rack PDU, Basic	4	\$ 240.903	\$ 960.37
<i>Subtotal</i>			\$ 17,680.27
Amazon			
Logitech G502 Proteus Core Turnable Gaming Mouse with Fully Customizable Surface	13	\$ 54.99	\$ 714.87

HyperXAlpha Cloud Gaming Headset	5	\$ 88.37	\$ 441.85
HyperX Cloud II Gaming Headset	5	\$ 99.99	\$ 499.95
<i>Subtotal</i>			\$ 1,656.67
Best Buy			
HyperX-Cloud Alpha Wired Stereo Gaming Headset	3	\$ 88.99	\$ 266.97
<i>Subtotal</i>			\$ 266.97
Administration Expenses			
Audit		\$ 1,000.00	\$ 1,000.00
City of Scranton Grant Administration Fee		\$ 1,100.00	\$ 1,000.00
Total Expenses			\$ 193,904.72
Revenue			
Local Share Account—Monroe County			\$ 193,904.72
Total Revenue			\$ 193,904.72

Technology in the Peoples Security Bank Theater at Lackawanna College will be upgraded to provide a state-of-the-art esports competition venue, while not changing the historical nature of the theater. LC is asking for \$193,904.72 for the final phase of the project. In the first stage of the project, the College will spend an estimated \$450,000 for additional state-of-the-art technology for the first phase of the project.

From the grant funding, \$191,904.72 will be spent on technology including \$37,763.78 on gaming computers and peripherals including monitors and mouse pads from Dell EMC. From JP Lilley \$60,284 will be spent for the lighting and quality control console which includes 12 Chauvet Rogue Moving Effects Heads, 6 Chauvet Wash Pixel Moving Heads, 1 Elation Obsidian Lighting Console, 2 Elation Obsidian EN 12 Ethernet to DMX gateway, 5 Generico 12 Inch Box Truss 5 foot Silver, 3 Generico 12 Inch Box Truss 10 Foot Silver, 2 Generico 6 Way Corner Block Silver and 2 Applied Electronics 36 Inch Base Plate Silver; \$59,530 for the projection and main stream which includes 2 Digital Projection 21K lumens laser projectors, 2 Digital Projection Long Throw Lens and 2 Projector Mounting Hardware; \$14,500 for a Newtek Instant Replay System with Controller for the Broadcast booth; green room technology at \$2,490 which includes 1 GlenSound Beatrice D4 Intercom Desktop Station and a Sharp 60 Inch Display for a total of \$136,804. The APC Smart-UPS VT Rack Mount costing \$16,719 and four APC Rack PDU at \$240.093 each for a total of \$17,680.27 from Schaedler Yesco Distribution. Thirteen Logitech Gaming Mouse devices at \$54.99 each, five HyperX Cloud Alpha Gaming Headsets at \$88.37 each and five HyperX Cloud II Gaming Headsets at \$99.99 each will be purchased at Amazon for a total of \$1,656.67. Plus three HyperX-Cloud Alpha Wired Stereo Gaming Headsets at \$88.99 each will be purchased at Best Buy for a total of \$266.97. The additional \$1,000 will be utilized for the required grant audit, and \$1,000 will be paid for grant administration to the City of Scranton.

4. Bids/Quotes, Estimates

Addenda 4
Budget Estimates

1. JP Lilley Inc
2. DELLEMC
3. Schaedler Yesco Distribution
4. Amazon
5. Best Buy

2009 N 3rd Street
Harrisburg, PA 17102
Ph: (717) 238-8123
Fax: (717) 238-3770

1230 Remington Avenue
Scranton, PA 18505
Ph: (570) 344-8293
Fax: (570) 346-3744



Proposal

Quote Number: 2231002
Quote Date: 9/27/2019
Quote by: Joe Jackson
Email: joe.jackson@jplilley.com
Valid Until: 1/1/2020
Terms: 50/50
Quote Subject: Esports Theater

INVOICE TO:

Lackawanna College
501 Vine St.
Scranton, PA 18503

Attention: Joya Whittington
Phone:
Email: WhittingtonJ@lackawanna.edu

SHIP TO:

Lackawanna College
501 Vine St.
Scranton, PA 18503

Contact: Accounts Payable
Phone:
Cell:
Email:

Projection and Main Screen

Quantity	Part Number	Description	Price	Subtotal
2	M-Vision 21000	Digital Projection 21K lumens laser projector <i>Consideration should be given to substitute two of the edge blending 1080 projectors with two 4K resolution projectors. An added cost of \$49,000 would be required.</i>	\$25,495.00	\$50,990.00
2		Digital Projection Long Throw Lens	\$3,995.00	\$7,990.00
2		Projector Mounting Hardware	\$275.00	\$550.00

Projection and Main Screen Total:

\$59,530.00

Lighting and Control Console

Quantity	Part Number	Description	Price	Subtotal
12	Rogue R1 FX-B	Chauvet Rogue Moving Effects Head	\$1,395.00	\$16,740.00
6	Maverick MK3 Wash	Chauvet Wash Pixel Moving Head	\$4,495.00	\$26,970.00
1	NX2	Elation Obsidian Lighting Console	\$8,250.00	\$8,250.00
2	EN12	Elation Obsidian EN12 Ethernet to DMX gateway	\$1,150.00	\$2,300.00
5	TBD	Generico 12 Inch Box Truss 5 Foot Silver	\$498.00	\$2,490.00
3	TBD	Generico 12 Inch Box Truss 10 Foot Silver	\$598.00	\$1,794.00
2	TBD	Generico 6 Way Corner Block Silver	\$475.00	\$950.00
2		Applied Electronics 36 Inch Base Plate Silver	\$395.00	\$790.00

Lighting and Control Console Total:

\$60,284.00

Broadcast Booth / Streaming

Quantity	Part Number	Description	Price	Subtotal
1	3Play 425	Newtek Instant Replay System with Controller	\$14,500.00	\$14,500.00

Broadcast Booth / Streaming Total: \$14,500.00

Green Room

Quantity	Part Number	Description	Price	Subtotal
1	Beatrice D4	Glen sound Beatrice D4 Intercom Desktop Station <i>For Greenroom Communications</i>	\$1,495.00	\$1,495.00
1	PNUH601	Sharp 60 Inch Display <i>For main tournament content monitoring.</i>	\$995.00	\$995.00

Green Room Total: \$2,490.00

Misc:	\$0.00
Subtotal:	\$136,804.00
Tax:	\$0.00
Job Total:	\$136,804.00



Best Audio/Visual Company
Best Event Equipment Rentals



2009 N 3rd Street
Harrisburg, PA 17102
Ph: (717) 238-8123
Fax: (717) 238-3770

1230 Remington Avenue
Scranton, PA 18505
Ph: (570) 344-8293
Fax: (570) 346-3744



Proposal

Quote Number: 2231002
Quote Date: 9/27/2019
Quote by: Joe Jackson
Email: joe.jackson@jplilley.com
Valid Until: 1/1/2020
Terms: 50/50
Quote Subject: Esports Theater

Ordering Information and Payment Terms:

Ordering:

JP Lilley & Son, Inc requires a copy of the client's "Purchase Order" to process an order. If a purchase order is not available from the customer, an authorized client representative must submit a written letter of intent of purchase before an order is processed. Authorized signatures may be faxed from a JP Lilley & Son, Inc. quotation form.

Payment Terms:

JP Lilley & Son, Inc. requires the above payment terms.

New customers need to submit a credit application with the purchase in order to apply for terms. Please note: no equipment will be ordered until the following paperwork and payment has been received:

- Customer purchase order
- Signed acceptance of this document
- Deposit or full payment if required by the stated terms

Paperwork and deposits may be delivered to your Account Manager or sent to:

JP Lilley & Son, Inc.
PO Box 62280
Harrisburg, PA 17106-2280

Finance Charge:

A service charge of 1 1/2% per month, 18% per annum will be accessed on past due accounts.

Warranties:

JP Lilley & Son, Inc., warranties system installation workmanship for one (1) year from date of completion. All manufacturers' warranties are in effect as of the final invoice date.

Preventative Maintenance Plans:

To assure the best support on your investment, Preventative Maintenance Plans are available, upon request, on all systems installed by JP Lilley & Son, Inc. For more details and a price quote on our support plans, please contact your Account Manager.

Return Policy:

If equipment is defective or damaged upon receipt, these items shall be returned for equal replacements. Returned items are subject to a manufacturer approval. Non-defective returned items are subject to manufacturer approval of 25% manufacturer restocking fee. Custom products are non-returnable. Items must be returned in original cartons with all original packing materials and accessories. All requests for such returns must be made within 10 days of invoice date. After 10 days, manufacturer's warranty shall apply.

Accepted By:

Name: _____ PO: _____ Date: ____/____/____

Signature: _____ Title: _____



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000047223799.1	Sales Rep	Jackie Bassett
Total	\$35,763.78	Phone	(800) 456-3355, 7254119
Customer #	6675534	Email	Jackie_Bassett@Dell.com
Quoted On	Sep. 27, 2019	Billing To	ACCOUNT PAYABLE
Expires by	Oct. 27, 2019		LACKAWANNA COLLEGE
			501 VINE ST
			SCRANTON, PA 18509-3206

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order.
Thank you for shopping with Dell!

Regards,
Jackie Bassett

Shipping Group

Shipping To	Shipping Method
ACCOUNTS PAYABLE	Standard Delivery
LACKAWANNA COLLEGE	
MAIN CAMPUS	
501 VINE ST	
SCRANTON, PA 18509-3206	
(570) 961-7822	

Product	Unit Price	Qty	Subtotal
Alienware Extra Large Gaming - Mouse pad	\$25.79	13	\$335.27
Alienware Pro Gaming Keyboard: AW768	\$86.39	13	\$1,123.07
New Alienware 25 Gaming Monitor: AW2518H	\$479.89	13	\$6,238.57
Alienware AURORA R8	\$2,158.99	13	\$28,066.87

Subtotal:	\$35,763.78
Shipping:	\$0.00
Non-Taxable Amount:	\$35,763.78
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$35,763.78
--------	-------------

Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To

ACCOUNTS PAYABLE
LACKAWANNA COLLEGE
MAIN CAMPUS
501 VINE ST
SCRANTON, PA 18509-3206
(570) 961-7822

Shipping Method

Standard Delivery

Alienware Extra Large Gaming - Mouse pad		\$25.79	Qty 13	Subtotal \$335.27
Estimated delivery if purchased today: Oct. 09, 2019 Contract # 78ADB Customer Agreement # COSTARS003-051				
Description	SKU	Unit Price	Qty	Subtotal
Alienware Extra Large Gaming - Mouse pad	A9581761	-	13	-
		\$86.39	Qty 13	Subtotal \$1,123.07
Alienware Pro Gaming Keyboard: AW768				
Estimated delivery if purchased today: Oct. 08, 2019 Contract # 78ADB Customer Agreement # COSTARS003-051				
Description	SKU	Unit Price	Qty	Subtotal
Alienware Pro Gaming Keyboard: AW768	580-AGJP	-	13	-
		\$479.89	Qty 13	Subtotal \$6,238.57
New Alienware 25 Gaming Monitor: AW2518H				
Estimated delivery if purchased today: Oct. 08, 2019 Contract # 78ADB Customer Agreement # COSTARS003-051				
Description	SKU	Unit Price	Qty	Subtotal
New Alienware 25 Gaming Monitor: AW2518H	210-AMSR	-	13	-
		\$2,158.99	Qty 13	Subtotal \$28,066.87
Alienware AURORA R8				
Estimated delivery if purchased today: Oct. 16, 2019 Contract # 78ADB Customer Agreement # COSTARS003-051				
Description	SKU	Unit Price	Qty	Subtotal
Alienware Aurora R8	210-ARGS	-	13	-
9th Gen Intel(R) Core(TM) i7 9700K (8-Core, 12MB Cache, Overclocked up to 4.6GHz across all cores)	338-BSXJ	-	13	-
Windows 10 Pro (64bit) English	619-AHCR	-	13	-
No Option Included	340-ACQQ	-	13	-
Alienware 850 Watt Power Supply with High Performance Liquid Cooling	321-BEWM	-	13	-
NVIDIA GeForce RTX 2070 8GB GDDR6 (OC Ready)	490-BFJN	-	13	-
16GB (2x8GB) DDR4 2666MHz UDIMM Non-ECC	370-ADUB	-	13	-
Killer 1535 2x2 802.11ac Wi-Fi Wireless + Bluetooth 4.2	555-BCRM	-	13	-
256GB M.2 PCIe NVMe SSD (Boot) + 1TB 7200RPM SATA 6Gb/s (Storage)	400-BCFJ	-	13	-

Not selected in this configuration	817-BBBC	-	13	-
Keyboard Not Included	580-ABUI	-	13	-
Alienware Mouse Is Not Included	570-AACN	-	13	-
US Power Cord	450-AAGO	-	13	-
Quick Start Guide	340-CKSR	-	13	-
Thank you for Choosing Dell	800-BBEV	-	13	-
No Option Included	340-ACQQ	-	13	-
Wireless Driver for Killer 1535	555-BEQK	-	13	-
Safety/Environment and Regulatory Guide (English/French Multi-language)	340-AGIK	-	13	-
No FGA	817-BBBB	-	13	-
Dell.com Order	332-1530	-	13	-
Shipping Material	340-BYWQ	-	13	-
Regulatory Label	389-DOSG	-	13	-
Intel(R) Core(TM) i7 Processor Label	340-CKVM	-	13	-
Additional Software	658-BCUO	-	13	-
Not ENERGY STAR Qualified	817-BBBP	-	13	-
Dell Limited Hardware Warranty Initial Year	801-1493	-	13	-
ProSupport: Next Business Day Onsite, 1 Year	801-1508	-	13	-
ProSupport: Next Business Day Onsite, 2 Year Extended	801-1529	-	13	-
ProSupport: 7x24 Technical Support, 3 Years	801-1579	-	13	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	13	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport or call 1-866-516-3115	989-3449	-	13	-

Subtotal:	\$35,763.78
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$35,763.78

Important Notes

Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale, which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy and Warranty (for Consumer warranties; for Commercial warranties).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S.

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

If your purchase is for Boomi services or support, your use of the Boomi Services (and related professional service) is subject to the terms and conditions located at <https://boomi.com/msa>.

If your purchase is for Secureworks services or support, your use of the Secureworks services (and related professional service) is subject to the terms and conditions located at <https://www.secureworks.com/eula/eula-us>.

If this purchase is for (a) a storage product identified in the DELL EMC Satisfaction Guarantee Terms and Conditions located at ("Satisfaction Guarantee") and (ii) three (3) years of a ProSupport Service for such storage product, in addition to the foregoing applicable terms, such storage product is subject to the Satisfaction Guarantee.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: Dell Marketing L.P.

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

SCHAEDLER YESCO DISTRIBUTION
 3982 PAXTON ST
 PO BOX 4990
 HARRISBURG, PA 17111-0990
 717-233-1621 Fax 717-233-1626

Quotation

QUOTE DATE	QUOTE NUMBER
03/05/19	S5344794
REMIT TO: Schaedler Yesco Distribution 3982 Paxton St PO BOX 4990 HARRISBURG PA 17111-0990	PAGE NO. 1

QUOTE TO:
 LACKAWANNA COLLEGE
 501 VINE ST
 SCRANTON, PA 18509

SHIP TO:
 LACKAWANNA COLLEGE
 501 VINE ST
 SCRANTON, PA 18509

CUSTOMER NUMBER		JOB NAME		REQUESTED BY	
78603		35168 -		Dave Karr	
WRITER		SHIP VIA	TERMS	SHIP DATE	IS FREIGHT ALLOWED?
RANDY STAMM		SCRN-1DLY	Standard 10th Prox		No
ORDER QTY	DESCRIPTION			UNIT PRICE	NET AMOUNT
1EA	APC SUVTR20KF3B5S APC SMART-UPS VT RACK MOUNT 20kVA 208V W/3 BATTERY MODULES EXP. TO 5, W/PDU & STARTUP			16719.902EA	16719.90
4EA	APC AP7530 RACK PDU, BASIC, ZERO U, 20A, 120V, (24)5-20			240.093EA	960.37
TAXES NOT INCLUDED					
If you have any questions regarding this quotation, please contact Randy Stamm via email at rstamm@sydist.com or via phone at extension 2463.					
				Subtotal	17680.27
Prices are pre-tax and are firm for 30 days unless noted. Pipe and wire prices valid for 24 hours. Due to tariffs, lighting prices valid for 7 days. Availability may differ at time of order. Returns may result in a restocking charge. See www.sydist.com for our Terms.				Bid Total	17680.27

Prices are pre-tax and are firm for 30 days unless noted. Pipe and wire prices valid for 24 hours. Due to tariffs, lighting prices valid for 7 days. Availability may differ at time of order. Returns may result in a restocking charge. See www.sydist.com for our Terms.

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23

[Cart](#)**Shop the Halloween Store**

Get a **\$50**
Amazon.com Gift
Card instantly upon
approval for the
Amazon Rewards
Visa Card

Current \$ 1,656.67
Total:
Savings: - \$ 50.00
Cost \$ 1,606.67
After
Savings:

[Apply now](#)

Your order qualifies for **FREE Shipping**.
Choose this option at checkout. See details

Subtotal (23 items): \$1,656.67☐ This order contains a gift[Proceed to checkout](#)**Shopping Cart**

HyperX Cloud Alpha Gaming Headset -
Dual Chamber Drivers - Award Winning
Comfort - Durable Aluminum Frame -
Detachable Microphone - Works with PC,
PS4, PS4 PRO, Xbox One, Xbox One S
(HX-HSCA-RD/AM)

In Stock

Eligible for **FREE Shipping**☐ This is a gift [Learn more](#)

Qty: 5

[Delete](#)[Save for later](#)

Price

\$88.37

HyperX Cloud II Gaming Headset - 7.1
Surround Sound - Memory Foam Ear
Pads - Durable Aluminum Frame - Multi
Platform Headset - Works with PC, PS4,
PS4 PRO, Xbox One, Xbox One S - Red
(KH-XHSCP-RD)

In Stock

Eligible for **FREE Shipping**☐ This is a gift [Learn more](#)

Qty: 5

[Delete](#)[Save for later](#)[Compare with similar items](#)**\$99.99**

Logitech G502 Proteus Core Tunable
Gaming Mouse with Fully Customizable
Surface, Weight and Balance Tuning

In Stock

Eligible for **FREE Shipping**☐ This is a gift [Learn more](#)

13

[Delete](#)[Save for later](#)[Compare with similar items](#)**\$54.99****Your recently viewed items**

HyperX Cloud Alpha
21

\$69.08

[Add to Cart](#)

Logitech G502 HERO
625

\$53.79

[Add to Cart](#)

StarTech.com 10 ft 3m
51

\$34.18

[Add to Cart](#)

Tripp Lite DisplayPort to
2

\$26.57

[Add to Cart](#)

BUFFALO TeraStation 1400D Desktop 4 TB NAS with Hard Drives Incl... was removed from Shopping Cart.

Subtotal (23 items): \$1,656.67

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. [Learn more](#)
Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

Customers who shopped for **HyperX Cloud Alpha Gaming Headset - Dual Chambe...** also shopped for:

Page 1 of 3

Your Cart

[Checkout](#)

Items (3)



HyperX - Cloud Alpha Wired Stereo Gaming Headset for PC, PS4, Xbox One and Nintendo Switch - Red/black

- ☐ Pick up at Scranton - Change Store
Order now and it will be ready for pickup Sun, Oct 6
Available Sat, Oct 5 at a store 37 miles away
- ☐ FREE Shipping to 18519 - Update Location
Get it by Wed, Oct 2 if you order within 12 hours 10 minutes
Next-Day Delivery is also available in checkout

3

Remove
Save for Later

\$266.97
(\$88.99 each)

Save \$33

Was \$299.97

- Or -

\$44.50/mo.*

Suggested monthly payments
with 6-Month financing
[Show me how >](#)

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4.8 (3922)

\$9.99

[Add to Cart](#)

HyperX - Alloy FPS RGB Mechanical Gaming
Wired Kailh Speed Silver Switch Keyboard with
RGB Back Lighting - Black

4.8 (62)

\$109.99

[Add to Cart](#)[Save for Later](#)

HyperX - Fury S Pro Gaming Mouse Pad (Extra
Large) - Black

4.9 (481)

\$29.99

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on first day of purchases or flexible financing for new My Best Buy®
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Today's Savings

\$33.00

Product Total**\$266.97**[Checkout](#)

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Page 1 of 3

5. City Planning Support Letter


BUREAU OF CITY PLANNING

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

September 30, 2019

Cathy Wechsler
 Manager of Corporate, Foundation & Government Relations
 Lackawanna College
 501 Vine St.
 Scranton, Pa 18848

Re: Lackawanna College
 Local Share Grant

Please accept this letter as evidence of support for your Local Share Grant funds application for funding to undertake improvements to The Peoples Security Bank Theater at Lackawanna College. Lackawanna College has played a large part in the revitalization of downtown Scranton. The College has continued to restore timeworn, underutilized buildings in the downtown for modern use as residential housing facilities, classroom space and a state-of-the-art Student Union. This project will further the works of the College in revitalizing the city of Scranton downtown business district.

We have determined that your project is consistent with our comprehensive plan and specifically the stated goals of rehabilitating and repurposing underutilized buildings and expanding educational opportunities in Northeast Pennsylvania. Further after a review of the project activities we have found that the project would be consistent with our zoning and planning requirements.

Good luck with your application. If you have any further needs or questions please do not hesitate to contact me at 570-348-4280 or dking@scrantonpa.gov.

Sincerely,

Donald J. King, AICP, CFM
 City Planner

6. Mayor Support Letter



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

September 30, 2019

Cathy Wechsler
Lackawanna College
501 Vine Street
Scranton, PA 18509

RE: LSA Grant Application (Monroe County) – Lackawanna College
Mobile E-Sports Arena

Dear Ms. Wechsler:

It is my pleasure to offer the support of the City of Scranton for the Lackawanna College Mobile-E-Sports Arena. The City is committed to expanding services that meet the needs of our community through public interest, community improvement, economic development, and roadway improvement projects.

The proposed project plan to create an E-Sports Arena space certainly supports and enhances community and economic well-being which is the very purpose of the LSA Grant.

Lackawanna College meets a public need for the City of Scranton and beyond. The City's Administration is in full support of this project and looks forward to working with you.

Sincerely,

Wayne E. Evans
Mayor

"Every day is our chance to make the City a little better."

7. Legislation

Resolution

Please Note: Upon approval by Scranton City Council, legislation will be submitted regarding this application.

8. Funding Commitment Letter

9. Applicant Financials

LACKAWANNA COLLEGE

SINGLE AUDIT REPORT

JUNE 30, 2018 AND 2017

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32	Schedule of Expenditures of Federal Awards
33	Notes to the Schedule of Expenditures of Federal Awards



McGrail Merkel Quinn & Associates, P.C.
 CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Clay Avenue Professional Plaza
 1173 Clay Avenue
 Scranton, PA 18510
 570 961-0945
 Fax: 570 961-8650
 mmq.com

Independent Auditor's Report

To the Board of Trustees of
 Lackawanna College
 Scranton, Pennsylvania

Report on the Financial Statements

We have audited the accompanying financial statements of Lackawanna College which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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To the Board of Trustees of
Lackawanna College
Scranton, Pennsylvania

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Lackawanna College as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 8, 2018 on our consideration of Lackawanna College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Lackawanna College's internal control over financial reporting and compliance.

Me. King, Markel, Dine
+ Associates, P.C.

Scranton, Pennsylvania
November 8, 2018

LACKAWANNA COLLEGE
STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2018 AND 2017

ASSETS

	<u>2018</u>	<u>2017</u>
Current assets		
Cash and cash equivalents	\$ 6,758,068	\$ 5,213,144
Student accounts receivable, less allowance for doubtful accounts of \$111,089 and \$22,313, respectively	595,458	434,679
Grants receivable	2,757,243	20,988
Other receivables	129,185	96,936
Prepaid expenses	411,771	714,889
Total current assets	<u>10,651,725</u>	<u>6,480,636</u>
Cash restricted for programs and scholarship fund	<u>925,462</u>	<u>1,026,865</u>
Investments	<u>8,436,984</u>	<u>8,168,561</u>
Land, buildings and equipment, net	<u>40,346,349</u>	<u>35,271,226</u>
Other assets		
Contributions receivable	351,058	590,849
Beneficial interest in charitable trust	166,694	160,962
Loans receivable	340,064	334,248
Total other assets	<u>857,816</u>	<u>1,086,059</u>
Total assets	<u>\$ 61,218,336</u>	<u>\$ 52,033,347</u>

The accompanying Notes are an integral part of these Financial Statements.

LACKAWANNA COLLEGESTATEMENTS OF FINANCIAL POSITION - (CONTINUED)JUNE 30, 2018 AND 2017LIABILITIES AND NET ASSETS

	<u>2018</u>	<u>2017</u>
Current liabilities		
Line of credit	\$ 2,406,753	\$ -
Current portion of obligations under capital lease	53,756	-
Current portion of long-term debt	848,769	1,252,475
Accounts payable	1,142,555	789,138
Accrued construction expenses	1,768,452	-
Other accrued expenses	453,272	308,643
Deferred tuition	528,334	290,852
Total current liabilities	<u>7,201,891</u>	<u>2,641,108</u>
Other liabilities		
Long-term debt, net of current portion	16,695,692	15,957,868
Less unamortized debt issuance costs	<u>457,092</u>	<u>427,026</u>
Long-term debt, net	16,238,600	15,530,842
Obligations under capital lease	180,068	-
Federal government advance for student loans	<u>407,220</u>	<u>387,296</u>
Total other liabilities	<u>16,825,888</u>	<u>15,918,138</u>
Total liabilities	<u>24,027,779</u>	<u>18,559,246</u>
Net assets		
Unrestricted		
Undesignated	8,727,269	7,910,848
Net investment in land, buildings and equipment	20,799,612	18,042,201
Board designated endowment fund	<u>6,160,462</u>	<u>5,682,376</u>
Total unrestricted	35,687,343	31,635,425
Temporarily restricted	1,443,214	1,778,676
Permanently restricted endowment funds	<u>60,000</u>	<u>60,000</u>
Total net assets	<u>37,190,557</u>	<u>33,474,101</u>
Total liabilities and net assets	<u>\$61,218,336</u>	<u>\$52,033,347</u>

The accompanying Notes are an integral part of these Financial Statements.

LACKAWANNA COLLEGE

STATEMENTS OF ACTIVITIES

YEARS ENDED JUNE 30, 2018 AND 2017

	2018				2017			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenue and support								
Tuition and fees, net of student scholarships of \$1,786,189 in 2018 and \$1,471,730 in 2017	\$ 17,766,871	\$ -	\$ -	\$ 17,766,871	\$ 16,076,355	\$ -	\$ -	\$ 16,076,355
Other educational revenue and fees	3,427,419	-	-	3,427,419	2,412,392	-	-	2,412,392
Auxiliary enterprises	3,166,056	-	-	3,166,056	3,241,616	-	-	3,241,616
Federal grants	802,197	-	-	802,197	634,692	-	-	634,692
State grants	3,289,000	-	-	3,289,000	382,233	-	-	382,233
Private gifts and grants	354,552	238,687	-	593,239	198,421	575,232	-	773,653
Investment income	581,960	-	-	581,960	592,907	-	-	592,907
Gain (loss) from disposal of assets	21,644	-	-	21,644	(11,669)	-	-	(11,669)
Loss from early extinguishment of debt	(89,721)	-	-	(89,721)	-	-	-	-
Loss from lease termination	-	-	-	-	(551,976)	-	-	(551,976)
Net assets released from restrictions:								
Satisfaction of program restrictions	574,149	(574,149)	-	-	487,093	(487,093)	-	-
(Note 9)	29,894,127	(335,462)	-	29,558,665	23,462,064	88,139	-	23,550,203
Total revenue and support								
Expenses								
Instructional	8,743,429	-	-	8,743,429	8,356,660	-	-	8,356,660
Institutional support	5,999,524	-	-	5,999,524	5,466,439	-	-	5,466,439
Student services	5,334,886	-	-	5,334,886	5,168,287	-	-	5,168,287
Auxiliary enterprises	2,910,429	-	-	2,910,429	3,022,752	-	-	3,022,752
Academic support	2,331,941	-	-	2,331,941	2,131,682	-	-	2,131,682
Development and fund raising	522,000	-	-	522,000	573,680	-	-	573,680
Total expenses	25,842,209	-	-	25,842,209	24,719,500	-	-	24,719,500
Increase (decrease) in net assets	4,051,918	(335,462)	-	3,716,456	(1,257,436)	88,139	-	(1,169,297)
Net assets, beginning	31,635,425	1,778,676	60,000	33,474,101	32,892,861	1,690,537	60,000	34,643,398
Net assets, ending	\$ 35,687,343	\$ 1,443,214	\$ 60,000	\$ 37,190,557	\$ 31,635,425	\$ 1,778,676	\$ 60,000	\$ 33,474,101

The accompanying Notes are an integral part of these Financial Statements.

LACKAWANNA COLLEGE

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
Operating activities		
Increase (decrease) in net assets	\$ 3,716,456	\$ (1,169,297)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	2,027,773	2,611,974
Net realized (gain) loss on disposal of assets	(21,644)	11,669
Net realized gain on sale of investments	(186,588)	(126,405)
Net unrealized gain on investments	(146,517)	(243,538)
Loss from early extinguishment of debt	89,721	-
Provision for doubtful accounts	88,276	500
Change in beneficial interest in charitable trust	(5,732)	(8,796)
Note receivable write off	-	208,550
Decrease (increase) in operating assets:		
Student accounts receivable	(249,055)	79,106
Grants receivable	(2,736,255)	14,242
Other receivables	(32,249)	13,020
Prepaid expenses	303,118	(130,387)
Contributions receivable	239,791	(158,872)
Increase (decrease) in operating liabilities:		
Accounts payable	353,417	361,531
Accrued construction expenses	1,768,452	-
Other accrued expenses	144,629	75,468
Deferred tuition	237,482	2,506
Net cash provided by operating activities	<u>5,591,075</u>	<u>1,541,271</u>
Investing activities		
Change in cash restricted for programs and scholarship fund	101,403	79,528
Note receivable payments	-	15,100
Proceeds from sale of investments	1,169,318	610,127
Purchase of investments	(1,104,636)	(847,328)
Purchase of fixed assets	(7,098,167)	(2,476,320)
Proceeds from disposal of fixed assets	49,726	501,007
Principal collected on student loans	(5,816)	24,859
Net cash used in investing activities	<u>(6,888,172)</u>	<u>(2,093,027)</u>

The accompanying Notes are an integral part of these Financial Statements.

LACKAWANNA COLLEGE

STATEMENTS OF CASH FLOWS - (CONTINUED)

YEARS ENDED JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
Financing activities		
Proceeds from capital lease	\$ 300,709	\$ -
Proceeds from line of credit	2,406,753	-
Proceeds from debt	1,226,503	1,054,454
Principal payments on capital lease	(66,885)	(35,163)
Principal payments on long-term debt	(892,385)	(1,100,614)
Debt issuance costs	(152,598)	(72,033)
Net receipts from Federal government advances for student loans	<u>19,924</u>	<u>(41,681)</u>
Net cash provided by (used in) financing activities	<u>2,842,021</u>	<u>(195,037)</u>
Net increase (decrease) in cash and cash equivalents	1,544,924	(746,793)
Cash and cash equivalents, beginning	<u>5,213,144</u>	<u>5,959,937</u>
Cash and cash equivalents, ending	<u><u>\$ 6,758,068</u></u>	<u><u>\$ 5,213,144</u></u>

The accompanying Notes are an integral part of these Financial Statements.

NOTES TO FINANCIAL STATEMENTS

Note 1 - Nature of Operations and Summary of Significant Accounting Policies

Nature of Operations

Lackawanna College (the College), founded in 1894, is an accredited private, non-profit educational institution located in Scranton, Pennsylvania with five branch campuses in surrounding counties. The College provides opportunities for career and personal development within selected associate and baccalaureate degree, certificate and continuing education programs.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include short-term deposits with original maturities of three months or less.

Allowance for Doubtful Accounts

The College establishes an allowance for uncollectible student accounts receivable based on historical collection percentages and management's evaluation of collectibility.

Investments

Equity securities with readily determinable fair values and debt securities are valued at fair value based on quoted market prices. Adjustments to reflect increases or decreases in market value, referred to as unrealized gains and losses, are reported in the Statements of Activities.

The cost of investments received as gifts is fair value as determined upon receipt. The cost of investments sold is determined by use of the specific identification method.

All realized gains and losses arising from the sale of investments and ordinary income from investments are reported as changes in unrestricted net assets unless their use is temporarily or permanently restricted by explicit donor imposed stipulations.

Note 1 - Nature of Operations and Summary of Significant Accounting Policies - (Continued)

Land, Buildings and Equipment

Land, buildings and equipment purchases are capitalized at cost. Donations of land, buildings or equipment are recorded at estimated fair value and are included in support unless restricted to a specific purpose. Depreciation is computed on the straight-line method over the estimated useful lives of the assets.

Collection items are capitalized at cost, if purchased, or at their fair value, if contributed. Gains or losses from deaccessions of these items are reflected on the Statement of Activities as a change in the appropriate net asset classes, depending on the existence and type of donor-imposed restrictions.

Promises to Give

Unconditional promises to give that are expected to be collected in future years are recorded at the present value of estimated future cash flows and are due in one to five years. Contributions receivable amounted to \$351,058 and \$590,849, at June 30, 2018 and 2017, respectively.

Loans Receivable

Loans receivable is the Title IV revolving loan fund for the Perkins program and represents loans made to students and the corresponding repayments.

Debt Issuance Costs

Costs related to acquiring the College's financing have been deferred and are being amortized over the lives of the loans.

Long-Lived Assets

The College reviews the carrying value of long-lived assets for impairment whenever events or changes in circumstances indicate that carrying amounts of the assets might not be recoverable.

Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets are those whose use by the College have been limited by donors to a specific time period or purpose. Permanently restricted net assets have been restricted by donors to be maintained by the College in perpetuity.

Recognition of Donor-Restricted Contributions

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Note 1 - Nature of Operations and Summary of Significant Accounting Policies - (Continued)

Advertising

All advertising costs are expensed as incurred. For the years ended June 30, 2018 and 2017, advertising expense amounted to \$589,559 and \$554,991, respectively.

Cash Flows

For purposes of the Statements of Cash Flows, cash and cash equivalents includes cash and highly liquid money market funds and excludes temporarily and permanently restricted cash and cash equivalents.

For the year ended June 30, 2018, the College paid interest of \$687,732, which includes interest in the amount of \$230,348 that was capitalized. For the year ended June 30, 2017, the College paid interest of \$577,477, which includes interest in the amount of \$117,274 that was capitalized.

Income Taxes

The College is exempt from Federal and State income taxes under Section 501(c)(3) of the Internal Revenue Code.

In accordance with the Financial Accounting Standards Board guidance on accounting for uncertainty in income taxes, management evaluated the College's tax positions and concluded that the College had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance. With few exceptions, the College is no longer subject to income tax examinations by the U.S. federal, state or local tax authorities for years before 2014.

Subsequent Events

The College has evaluated subsequent events through November 8, 2018, the date the financial statements were available to be issued.

Recent Accounting Pronouncements

In May 2014, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update ("ASU") 2014-09, *Revenue from Contracts with Customers*. This new accounting guidance outlines a single comprehensive model for entities to use in accounting for revenue from contracts with customers. ASU No. 2014-09 is effective for the College for fiscal 2020. Early application is permitted for fiscal years beginning after December 15, 2016. The College is assessing the impact this new standard will have on its financial statements.

In August 2016, the FASB issued ASU 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. The new guidance is intended to improve and simplify the current net asset classification requirements and information presented in financial statements and notes that is useful in assessing a not-for-profit's liquidity, financial performance and cash flows. ASU 2016-14 is effective for the College for fiscal 2019, with early adoption permitted. ASU 2016-14 is to be applied retroactively with transition provisions. The College is assessing the impact this standard will have on its financial statements.

Note 1 - Nature of Operations and Summary of Significant Accounting Policies - (Continued)

Recent Accounting Pronouncements - (Continued)

In February 2016, the FASB issued ASU No. 2016-02, *Leases*. ASU No. 2016-02 was issued to increase transparency and comparability among entities. Lessees will need to recognize nearly all lease transactions (other than leases that meet the definition of a short-term lease) on the statement of financial position as a lease liability and a right-of-use asset (as defined). Lessor accounting under the new guidance will be similar to the current model. ASU No. 2016-02 is effective for the College for fiscal 2021. Early application is permitted. Upon adoption, lessees and lessors will be required to recognize and measure leases at the beginning of the earliest period presented using a modified retrospective approach, which includes a number of optional practical expedients that entities may elect to apply. The College is assessing the impact this standard will have on its financial statements.

Reclassifications

Certain prior year amounts have been reclassified to conform to the current year's presentation.

Note 2 - Investments

Investments consisted of the following at June 30, 2018 and 2017:

	2018		2017	
	Cost	Fair Value	Cost	Fair Value
Unrestricted				
Undesignated funds				
U.S. Agencies	\$ 216,776	\$ 209,196	\$ 272,189	\$ 269,131
Corporate bonds	1,350,997	1,318,843	1,392,304	1,401,001
Mutual funds	140,414	140,000	161,398	147,303
Equities	494,572	618,652	541,873	670,179
	<u>2,202,759</u>	<u>2,286,691</u>	<u>2,367,764</u>	<u>2,487,614</u>
Board designated endowment fund				
U.S. Agencies	801,502	780,597	732,762	735,767
Corporate bonds	1,313,494	1,298,148	1,183,042	1,205,658
Mutual funds	345,968	537,969	495,968	665,728
Equities	2,061,505	3,473,579	1,823,786	3,013,794
	<u>4,522,469</u>	<u>6,090,293</u>	<u>4,235,558</u>	<u>5,620,947</u>
Permanently restricted				
Cash	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
Total investments	<u>\$ 6,785,228</u>	<u>\$ 8,436,984</u>	<u>\$ 6,663,322</u>	<u>\$ 8,168,561</u>

Note 2 - Investments - (Continued)

The following schedule summarizes the investment return for the years ended June 30, 2018 and 2017.

<u>Unrestricted</u>	<u>2018</u>	<u>2017</u>
Undesignated funds		
Interest and dividends	\$ 91,223	\$ 79,613
Realized and unrealized (losses) gains on investments	(18,585)	25,117
Total undesignated funds	<u>72,638</u>	<u>104,730</u>
Board designated endowment fund		
Interest and dividends	151,900	134,555
Realized and unrealized gains on investments	357,422	353,622
Total Board designated endowment fund	<u>509,322</u>	<u>488,177</u>
Total unrestricted investment income	<u>\$ 581,960</u>	<u>\$ 592,907</u>

Note 3 - Beneficial Interest in Charitable Trust

The College receives income from a charitable trust held by a third party; it is not the sole beneficiary of the trust. Under the terms of the trust, the College has the irrevocable right to receive its stated portion of the income earned on the trust's assets. Upon termination of the trust, the College will receive its portion of the remaining trust assets. The beneficial interest in the trust at June 30, 2018 and 2017, in the amount of \$166,694 and \$160,962, respectively, was recorded at fair value, measured by the present value of estimated future distributions.

Note 4 - Land, Buildings and Equipment

Land, buildings and equipment consisted of the following at June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>	<u>Depreciable Lives</u>
Land, buildings and improvements	\$ 49,883,847	\$ 49,114,361	20-40 Years
Equipment	10,185,628	8,898,628	3-10 Years
Collection items	62,800	62,800	
Construction in progress	9,008,327	4,066,428	
	<u>69,140,602</u>	<u>62,142,217</u>	
Less: Accumulated depreciation	<u>28,794,253</u>	<u>26,870,991</u>	
Land, buildings and equipment, net	<u>\$ 40,346,349</u>	<u>\$ 35,271,226</u>	

Depreciation expense amounted to \$1,988,903 and \$2,570,902 for the years ended June 30, 2018 and 2017, respectively.

Construction in progress at June 30, 2018 and 2017 consisted of costs incurred for the Adams Avenue property and various other smaller projects.

Note 5 - Short-Term Debt

The College has a line of credit available in the amount of \$500,000 at June 30, 2018 and 2017. The line is secured by substantially all of the College's assets and bears interest at the national prime rate plus 0.25%, subject to a 3.5% floor, effective October, 2015. There was no balance outstanding at June 30, 2018 and 2017.

Effective December 5, 2017, the College has a line of credit available in the amount of \$3,000,000. The line is secured by substantially all of the College's assets and bears interest at the national prime rate plus 0.26%, subject to a 4.5% floor. All outstanding principal and interest is due December, 2018. Amounts drawn down and outstanding on the line of credit at June 30, 2018 total \$2,406,753.

Note 6 - Long-Term Debt

Long-term debt consisted of the following at June 30, 2018 and 2017:

	2018	2017
Installment note with monthly payments of \$514, including interest at 0%, through December, 2020; secured by a vehicle.	\$ 14,897	\$ 21,575
Installment note with monthly payments of \$329, including interest at 2.99%, through September, 2021; secured by a vehicle.	12,181	15,710
Installment note with monthly payments of \$381, including interest at 0%, through December, 2021; secured by a vehicle.	16,013	20,588
Installment note with monthly payments of \$4,705, including interest at 3.49%, through January, 2024; secured by real estate.	285,786	331,235
Loan payable – 2008 Revenue Note (See Note 7)	-	3,998,296
Loan payable – 2010 Revenue Note (See Note 7)	4,653,507	4,956,974
Loan payable – 2012 Revenue Note (See Note 7)	3,420,651	3,612,866
Loan payable – 2014 Revenue Note (See Note 7)	4,520,462	4,253,099
Loan payable – 2017 Revenue Note (See Note 7)	4,620,964	-
	17,544,461	17,210,343
Less: Current portion	848,769	1,252,475
Less: Debt issuance costs	457,092	427,026
Long-term debt, net	<u>\$16,238,600</u>	<u>\$15,530,842</u>

Note 6 - Long-Term Debt - (Continued)

The aggregate maturities of long-term debt are as follows:

<u>Years Ending June 30,</u>	<u>Amount</u>
2019	\$ 848,769
2020	1,153,406
2021	1,189,746
2022	1,221,344
2023	1,231,273
Thereafter	11,899,923
Total	<u>\$ 17,544,461</u>

Note 7 - Loans PayableLoan Payable - 2008 Revenue Note

The loan balance consists of the proceeds of an \$8,000,000 tax-exempt borrowing through the Scranton-Lackawanna Health and Welfare Authority which issued a Revenue Note, Series of 2008. The proceeds were used for capital expenditures and to refund the 1998 bonds. The Note is subject to a Loan Agreement dated October 17, 2008 between the Authority and Community Bank & Trust Co. Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. Monthly payments of \$60,588, including interest of 4.35%, are due until October, 2023. In January, 2015, the Loan Agreement was amended, changing the interest rate to 3.60% and monthly payments to \$59,008. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College on the main campus facility. In December, 2017, the outstanding loan balance was refunded with the 2017 Revenue Note.

Loan Payable - 2010 Revenue Note

The loan balance consists of the proceeds of a \$6,700,000 tax-exempt borrowing through the Abington Township Municipal Authority which issued a Revenue Note, Series of 2010. The proceeds are to be used for capital expenditures. The Note is subject to a Loan Agreement dated September 29, 2010 between the Authority and Peoples Security Bank and Trust Company (formerly Penn Security Bank and Trust Company). Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. Monthly payments of \$40,439, including interest of 3.866%, are due until September, 2030. In January, 2015, the Loan Agreement was amended, changing the interest rate to 3.25% and monthly payments to \$38,523. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College. Refer to the loan agreement for complete details on the loan.

Note 7 - Loans Payable - (Continued)

Loan Payable - 2012 Revenue Note

The loan balance consists of the proceeds of a \$4,500,000 tax-exempt borrowing through the Waverly Township Municipal Authority which issued a Revenue Note, Series of 2012. The proceeds are to be used for capital expenditures and to redeem the 2001 bonds. The Note is subject to a Loan Agreement dated May 15, 2012 between the Authority and Peoples Security Bank and Trust Company (formerly Penn Security Bank and Trust Company). Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. Monthly payments of \$25,402, including interest of 3.15%, are due until May, 2032. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College. Refer to the loan agreement for complete details on the loan.

Loan Payable - 2014 Revenue Note

The loan balance consists of the proceeds of a \$6,500,000 tax-exempt borrowing through the Waverly Township Municipal Authority which issued a Revenue Note, Series of 2014. The proceeds are to be used for capital expenditures. The Note is subject to a Loan Agreement dated December 17, 2014 between the Authority and Peoples Security Bank and Trust Company. Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. From January, 2015 to December, 2016, interest only is due on principal advances. Beginning January, 2017, monthly principal and interest payments were due. In October, 2016, the interest only period was extended to December, 2017. In February, 2018, the interest only period was extended to December, 2018. Beginning January, 2019, monthly payments of \$42,950, including interest of 3.25%, are due until December, 2022. Beginning January, 2023, monthly payments of \$38,403, including interest of 3.25%, are due until August, 2036 with a final monthly payment of \$76,129 due September 2036. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College. Refer to the loan agreement for complete details on the loan.

Loan Payable - 2017 Revenue Note

The loan balance consists of the proceeds of a \$6,815,000 tax-exempt borrowing through the Waverly Township Municipal Authority which issued a Revenue Note, Series of 2017. The proceeds are to be used for capital expenditures and to refund the 2008 Revenue Note. The Note is subject to a Loan Agreement dated December 28, 2017 between the Authority and Peoples Security Bank and Trust Company. Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. From January, 2018 to December, 2018, interest only is due on principal advances. Beginning January, 2019, monthly payments of \$38,818, including interest of 3.25%, are due until December, 2038. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College. Refer to the loan agreement for complete details on the loan.

Note 8 - Obligations Under Capital Lease

During the year ended June 30, 2018, the College obtained equipment under the provisions of a long-term lease. For financial reporting purposes, minimum lease payments have been capitalized. The lease will expire in June, 2022. The leased property under capital lease as of June 30, 2018 had a cost of \$300,709 and accumulated amortization amounted to \$35,799. The leased property under capital lease is included in the caption "Land, buildings and equipment, net."

The minimum future lease payments and the present value of the net minimum lease payments are as follows:

Year ending June 30,

2019	\$ 66,886
2020	66,886
2021	66,886
2022	66,886
Total minimum lease payments	<u>267,544</u>
Less: Interest portion	<u>33,720</u>
Present value of net minimum lease payments	<u>233,824</u>
Less: Current portion of net minimum lease Payments	<u>53,756</u>
Obligations under capital leases, long-term	<u>\$ 180,068</u>

Note 9 - Temporarily Restricted Net Assets

At June 30, 2018 and 2017, temporarily restricted net assets are available as follows:

	<u>2018</u>	<u>2017</u>
Program	\$ 58,455	\$ 701,354
Scholarships	<u>1,384,759</u>	<u>1,077,322</u>
Total	<u>\$1,443,214</u>	<u>\$1,778,676</u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors as follows:

Purpose restrictions accomplished:

	<u>2018</u>	<u>2017</u>
Program	\$ 484,049	\$ 404,526
Scholarships	<u>90,100</u>	<u>82,567</u>
Total restrictions released	<u>\$ 574,149</u>	<u>\$ 487,093</u>

Note 10 - Permanently Restricted Net Assets

Permanently restricted net assets consist of investments to be held indefinitely, the income from which is expendable for scholarships.

Note 11 - Government Grants and Student Aid

The amounts under these captions do not include amounts remitted to students under the Pennsylvania Higher Education Assistance Agency (PHEAA) Program and the PELL Grants Program. Had these amounts been included, revenues and expenditures would have increased by \$6,847,381 in 2018 and \$5,779,672 in 2017. The grants are similar to agency funds because the College acted only as custodian and disbursing agent for these funds.

Note 12 - Pension and Employee Benefits

The College has a defined contribution pension plan. It was established by the Board of Trustees and effective January 1, 1970. Benefits are provided through investments offered by Teachers Insurance and Annuity Association (TIAA) and the College Retirement Equities Fund (CREF). The Plan operates under Section 403(b) of the Internal Revenue Code. For participants that contribute a minimum of four percent (4%) of their annual salary to the plan, the College will contribute six percent (6%) of the participant's annual salary to the Plan. Participants are allowed to contribute an amount equal to the maximum allowed by the Internal Revenue Service. The pension expense for this plan for the years ended June 30, 2018 and 2017 was \$421,261 and \$399,857, respectively.

Note 13 - Leases

The College leases its Hazleton, Lake Region, Sunbury and Towanda campuses under operating leases. The lease terms vary from one to ten years, with renewal options subject to negotiation at the expiration of the leases.

Total rent expense for all leases for the years ended June 30, 2018 and 2017 amounted to \$635,147 and \$551,599, respectively.

Future minimum rental payments are as follows for the years ending June 30,:

2019	\$ 607,528
2020	617,068
2021	415,444
2022	376,800
2023	285,600
Thereafter	<u>1,097,100</u>
Total	<u>\$ 3,399,540</u>

On November 13, 2007, in connection with the acquisition of the Academic Building from Lackawanna County, the College entered into a lease agreement with the County for their continued use of a portion of the building. The lease term expired August 31, 2009. In November, 2009, the County and the College executed a rent payment agreement which extended the County's use of the building until November, 2019 and extinguished the College's \$350,000 obligation to the county.

On November 5, 2012, in connection with the lease of the Lake Region campus, the College issued a note receivable to the owner of the property. Interest is at prime plus 1% and the term is ten years. In January, 2017, the College terminated the lease for certain areas of the campus. The termination of the lease and the related note receivable resulted in a loss in the amount of \$551,976.

Note 14 - Concentration of Credit Risk

Most of the College's business activity is with students located in Scranton, Pennsylvania and surrounding communities within Lackawanna County. The College grants credit to its students for tuition and fees.

The College maintains its cash accounts in various commercial banks located in Northeastern Pennsylvania. Accounts at each bank are insured, in aggregate, by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

Note 15 - Contingencies

Real Estate Taxes

As a not-for-profit Corporation in the Commonwealth of Pennsylvania, the College is an organization which presently qualifies for an exemption from real property taxes; however, a number of cities, municipalities and school districts in the Commonwealth of Pennsylvania have challenged and continue to challenge such exemption. The possible future financial effects of this matter on the College, if any, are not presently determinable.

Grant Programs

The College participates in both Federal and State assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives.

The College is potentially liable for any expenditures which may be disallowed pursuant to the terms of these grant programs. Management is not aware of any material items of noncompliance which would result in the disallowance of program expenditures.

Union Contract

The faculty of the College are members of the Lackawanna College Education Association. The current contract expires June 30, 2020.

Note 16 - Fair Value Measurements

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In determining fair value, the College uses various methods including market, income and cost approaches. Based on these approaches, the College often utilizes certain assumptions that market participants would use in pricing the asset or liability, including assumptions about risk and or the risks inherent in the inputs to the valuation technique. These inputs can be readily observable, market corroborated, or generally unobservable inputs. The College utilizes valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs. Based on the observability of the inputs used in the valuation techniques, the College is required to provide the following information according to the fair value hierarchy. The fair value hierarchy ranks the quality and reliability of the information used to determine fair values. Financial assets and liabilities carried at fair value will be classified and disclosed in one of the following three categories:

Note 16 - Fair Value Measurements - (Continued)

Level I – Valuations for assets and liabilities traded in active exchange markets, such as the New York Stock Exchange.

Level II – Valuations for assets and liabilities traded in less active dealer or broker markets. Valuations are obtained from third party pricing services for identical or similar assets or liabilities.

Level III – Valuations for assets and liabilities that are derived from other valuation methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer, or broker traded transactions. Level III valuations incorporate certain assumptions and projections in determining the fair value assigned to such assets or liabilities.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value.

Mutual funds, Equities, Corporate bonds, U.S. Agencies, and Certificates of deposit: Valued at the closing price reported on the active market on which the individual securities are traded.

The preceding methods may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the College believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Note 16 - Fair Value Measurements - (Continued)

The following table sets forth by level, within the fair value hierarchy, the assets at fair value as of June 30, 2018 and 2017.

Assets:	June 30, 2018			
	Level I	Level II	Level III	Total
U.S. Agencies	\$ 989,793	\$ -	\$ -	\$ 989,793
Corporate bonds				
Aaa	175,595	-	-	175,595
Aa1	49,880	-	-	49,880
Aa2	238,357	-	-	238,357
Aa3	238,315	-	-	238,315
A1	558,252	-	-	558,252
A2	937,108	-	-	937,108
A3	264,976	-	-	264,976
Baa1	95,779	-	-	95,779
Baa2	10,172	-	-	10,172
Ba2	48,557	-	-	48,557
Total Corporate bonds	2,616,991	-	-	2,616,991
Equities				
Consumer discretionary	267,227	-	-	267,227
Consumer staples	495,789	-	-	495,789
Financial	700,982	-	-	700,982
Healthcare	505,599	-	-	505,599
Industrial	426,059	-	-	426,059
Information technology	778,521	-	-	778,521
Materials	96,888	-	-	96,888
Energy	347,650	-	-	347,650
Technology	62,132	-	-	62,132
Telecommunication	109,187	-	-	109,187
Real estate	87,093	-	-	87,093
Utilities	215,104	-	-	215,104
Total Equities	4,092,231	-	-	4,092,231
Mutual funds	677,969	-	-	677,969
Cash	60,000	-	-	60,000
	<u>\$ 8,436,984</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,436,984</u>

Note 16 - Fair Value Measurements - (Continued)

	June 30, 2017			
Assets:	Level I	Level II	Level III	Total
U.S. Agencies	\$ 1,004,898	\$ -	\$ -	\$ 1,004,898
Corporate bonds				
Aaa	127,858	-	-	127,858
Aa1	103,386	-	-	103,386
Aa2	215,403	-	-	215,403
Aa3	297,663	-	-	297,663
A1	845,348	-	-	845,348
A2	437,850	-	-	437,850
A3	390,897	-	-	390,897
Baa1	29,997	-	-	29,997
Baa2	98,672	-	-	98,672
Baa3	10,524	-	-	10,524
Ba2	49,061	-	-	49,061
Total Corporate bonds	2,606,659	-	-	2,606,659
Equities				
Consumer discretionary	284,970	-	-	284,970
Consumer staples	510,584	-	-	510,584
Financial	546,950	-	-	546,950
Healthcare	430,697	-	-	430,697
Industrial	419,489	-	-	419,489
Information technology	611,370	-	-	611,370
Materials	131,509	-	-	131,509
Energy	311,623	-	-	311,623
Technology	61,626	-	-	61,626
Telecommunication	135,066	-	-	135,066
Real estate	88,491	-	-	88,491
Utilities	151,598	-	-	151,598
Total Equities	3,683,973	-	-	3,683,973
Mutual funds	813,031	-	-	813,031
Cash	60,000	-	-	60,000
	<u>\$ 8,168,561</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,168,561</u>

Note 17 - Endowments

The College's endowment funds consist of approximately 20 individual funds established primarily for student scholarships and financial aid that are both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by accounting principles generally accepted in the United States of America, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on existence or absence of donor-imposed restrictions.

Note 17 - Endowments - (Continued)

Endowment Net Asset Composition by type of fund as of June 30, 2018 and 2017, is as follows:

		2018			
		Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted endowment Funds		\$ -	\$ 1,384,759	\$ 60,000	\$ 1,444,759
Board-designated endowment Funds		6,160,462	-	-	6,160,462
	Total	<u>\$ 6,160,462</u>	<u>\$ 1,384,759</u>	<u>\$ 60,000</u>	<u>\$ 7,605,221</u>

		2017			
		Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted endowment Funds		\$ -	\$ 1,077,322	\$ 60,000	\$ 1,137,322
Board-designated endowment Funds		5,682,376	-	-	5,682,376
	Total	<u>\$ 5,682,376</u>	<u>\$ 1,077,322</u>	<u>\$ 60,000</u>	<u>\$ 6,819,698</u>

Changes in Endowment Net Assets for the years ended June 30, 2018 and 2017, are as follows:

	2018			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, beginning of year	\$ 5,682,376	\$ 1,077,322	\$ 60,000	\$ 6,819,698
Investment return:				
Investment income	151,900	-	-	151,900
Net realized and unrealized losses	357,422	-	-	357,422
Total investment return	509,322	-	-	509,322
Contributions	4,968	397,537	-	402,505
Appropriation of endowment assets for expenditure	(36,204)	(90,100)	-	(126,304)
Endowment net assets, end of year	\$ 6,160,462	\$ 1,384,759	\$ 60,000	\$ 7,605,221

Note 17 - Endowments - (Continued)

	2017			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, beginning of year	\$ 4,888,566	\$ 1,094,232	\$ 60,000	\$ 6,042,798
Investment return:				
Investment income	134,555	-	-	134,555
Net realized and unrealized losses	353,622	-	-	353,622
Total investment return	488,177	-	-	488,177
Contributions	341,111	65,657	-	406,768
Appropriation of endowment assets for expenditure	(35,478)	(82,567)	-	(118,045)
Endowment net assets, end of year	<u>\$ 5,682,376</u>	<u>\$ 1,077,322</u>	<u>\$ 60,000</u>	<u>\$ 6,819,698</u>

The College has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets.

The donor-restricted endowment assets are invested by the Trustees in a manner that is intended to produce results that exceed the price and yield results of the S&P 500 index while assuming a balanced level of investment risk. The College expects its donor-restricted endowment funds, over time, to provide a rate of return commensurate with the portfolio risk. Actual returns in any given year may vary from this amount. To satisfy its long-term rate-of-return objectives, the College relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The College targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Note 18 - Federal Perkins Loan Program

The Federal Perkins Loan Program expired September 30, 2017. The College will be liquidating its Federal Perkins Revolving Loan Fund at the direction of the Department of Education. The College has begun assigning all eligible outstanding loans to the Department of Education.

SUPPLEMENTARY INFORMATION



McGrail Merkel Quinn & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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**Independent Auditor's Report on Internal Control over Financial Reporting and on
 Compliance and Other Matters Based on an Audit of Financial Statements
 Performed in Accordance with Government Auditing Standards**

To the Board of Trustees of
 Lackawanna College
 Scranton, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Lackawanna College, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated November 8, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Lackawanna College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Lackawanna College's internal control. Accordingly, we do not express an opinion on the effectiveness of Lackawanna College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



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To the Board of Trustees of
Lackawanna College
Scranton, Pennsylvania

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lackawanna College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Me...
+ Associates, P.C.

Scranton, Pennsylvania
November 8, 2018



McGrail Merkel Quinn & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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**Independent Auditor's Report on Compliance for Each Major Federal Program
 and Report on Internal Control Over Compliance
 Required by the Uniform Guidance**

To the Board of Trustees of
 Lackawanna College
 Scranton, Pennsylvania

Report on Compliance for Each Major Federal Program

We have audited Lackawanna College's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Lackawanna College's major federal programs for the year ended June 30, 2018. Lackawanna College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Lackawanna College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Lackawanna College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Lackawanna College's compliance.



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To the Board of Trustees of
Lackawanna College
Scranton, Pennsylvania

Opinion on Each Major Federal Program

In our opinion, Lackawanna College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2018-001. Our opinion on each major federal program is not modified with respect to these matters.

Lackawanna College's response to the noncompliance findings identified in our audit is described in the accompanying corrective action plan. Lackawanna College's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of Lackawanna College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Lackawanna College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Lackawanna College's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

To the Board of Trustees of
Lackawanna College
Scranton, Pennsylvania

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Michael J. McLaughlin, CPA
& Associates, P.C.

Scranton, Pennsylvania
November 8, 2018

LACKAWANNA COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2018

I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- o Material weakness(es) identified? ☐ Yes ☒ No
- o Significant deficiency(ies) identified? ☐ Yes ☒ None Reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major programs:

- o Material weakness(es) identified? ☐ Yes ☒ No
- o Significant deficiency(ies) identified? ☐ Yes ☒ None Reported

Type of auditor's report issued on compliance for major programs: Unmodified

- o Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)? ☒ Yes ☐ No

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

Various

Student Financial Assistance Cluster

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

☒ Yes ☐ No

LACKAWANNA COLLEGE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - (CONTINUED)

YEAR ENDED JUNE 30, 2018

II. FINANCIAL STATEMENT FINDINGS

No matters were reported.

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FINDING 2018-001 – CFDA 84.007 and 84.033 - Matching

CRITERIA:

The Federal Work Study Program and the Federal Supplemental Educational Opportunity Grant Program have non-Federal share matching requirements. Unless a waiver has been obtained from the U.S. Department of Education, the Federal share of awards may not exceed 75 percent of the total program awards made by the College. (34 CFR 676.21 and 34 CFR 675.26).

CONDITION:

Lackawanna College did not receive a waiver for the fiscal year ended June 30, 2018 and did not match the Federal share of awards for the listed programs.

CONTEXT:

Lackawanna College did not match the Federal share of awards for the listed programs.

CAUSE:

The Director of Financial Aid was not notified that the College did not receive the waiver from the U.S. Department of Education for the fiscal year ended June 30, 2018.

EFFECT:

Lackawanna College did not match the Federal share of awards for the listed programs.

QUESTIONED COSTS:

There were none.

LACKAWANNA COLLEGESCHEDULE OF FINDINGS AND QUESTIONED COSTS - (CONTINUED)YEAR ENDED JUNE 30, 2018III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS - Continued

FINDING 2018-001 – CFDA 84.007 and 84.033 – Matching - Continued

RECOMMENDATION:

Lackawanna College should review its procedures relating to the application for the waiver of the non-Federal matching requirement for the listed programs. The Financial Aid Office should be notified of the status of the application and should verify that a waiver has been obtained prior to awarding funds for these programs.

MANAGEMENT COMMENTS:

See Lackawanna College's corrective action plan.

LACKAWANNA COLLEGESCHEDULE OF EXPENDITURES OF FEDERAL AWARDSYEAR ENDED JUNE 30, 2018

<u>Federal Grantor/ Pass-Through Grantor/Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Entity Identifying Number</u>	<u>Passed Through to Subrecipients</u>	<u>Total Federal Expenditures</u>
<u>U.S. Department of Education</u>				
Student Financial Assistance Cluster				
Federal Direct Student Loans	84.268	N/A	N/A	\$ 12,166,137
Federal Pell Grant Program	84.063	N/A	N/A	4,820,397
Federal Supplemental Educational Opportunity Grants	84.007	N/A	N/A	68,614
Federal Work-Study Program	84.033	N/A	N/A	64,293
Federal Perkins Loan Program - Note 3	84.038	N/A	N/A	334,248
Total Student Financial Assistance Cluster				<u>17,453,689</u>
Pass-through from the Pennsylvania Department of Education				
Career and Technical Education - Basic Grants to States	84.048	N/A	N/A	<u>272,999</u>
Total Pass-through from the Pennsylvania Department of Education				<u>272,999</u>
Total - U.S. Department of Education				17,726,688
<u>U.S. Department of Labor</u>				
Pass-through from the Pennsylvania Department of Labor & Industry				
Trade Adjustment Assistance	17.245	N/A	N/A	285,009
<u>Appalachian Regional Commission</u>				
Appalachian Research, Technical Assistance, and Demonstration Projects	23.011	N/A	N/A	<u>80,000</u>
Total Expenditures of Federal Awards				<u>\$ 18,091,697</u>

The accompanying Notes are an integral part of this Schedule.

LACKAWANNA COLLEGE

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2018

Note 1 - Basis of Presentation

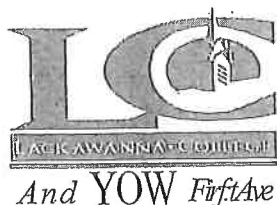
The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Lackawanna College under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Lackawanna College, it is not intended to and does not present the financial position, changes in net assets or cash flows of the College.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Lackawanna College has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 3 - Federal Student Loan Programs

Loans granted under the Federal Perkins Loan Program (84.038) subsequently are administered directly by Lackawanna College, and balances and transactions relating to this program are included in the College's basic financial statements. Loans outstanding at the beginning of the year and loans made during the year are included in the federal expenditures presented in the Schedule. At June 30, 2018, the total of Perkins Loans outstanding was \$340,064.



LACKAWANNA COLLEGE
501 VINE STREET
SCRANTON, PA 18509

LACKAWANNA COLLEGE
CORRECTIVE ACTION PLAN
YEAR ENDED JUNE 30, 2018

FINDING 2018-001- CFDA 84.007 and 84.033 - Matching

CRITERIA:

The Federal Work Study Program and the Federal Supplemental Educational Opportunity Grant Program have non-Federal share matching requirements. Unless a waiver has been obtained from the U.S. Department of Education, the Federal share of awards may not exceed 75 percent of the total program awards made by the College. (34 CFR 676.21 and 34 CFR 675.26)

CONDITION:

Lackawanna College did not receive a waiver for the fiscal year ended June 30, 2018 and did not match the Federal share of awards for the Federal Work Study Program and the Federal Supplemental Educational Opportunity Grant Program.

CONTEXT:

Lackawanna College did not match the Federal share of awards for the listed programs.

CAUSE:

The Director of Financial Aid was not notified that the College did not receive the waiver from the U.S. Department of Education for the fiscal year ended June 30, 2018.

EFFECT:

Lackawanna College did not match the Federal share of awards for the listed programs.

CORRECTIVE ACTION PLAN:

Beginning with the application for the 2019/20 fiscal year, which is due February 8, 2019, the College's Compliance Analyst will be responsible for submitting the "Application for Designation as an Eligible Institution". This is the application to receive the waiver from matching the Federal awards in the Federal Work Study and the Federal Supplemental Educational Opportunity Grant Programs. Previously the Manager of Corporate, Foundation and Government Relations submitted the application.

The Compliance Analyst will notify the Director of Financial Aid of the submittal of the application and its results. If the College is ineligible for the waiver, the institution will award the appropriate matching funds.

If the Director of Financial Aid does not receive official notice from the Compliance Analyst, the Director of Financial Aid will access the U.S. Department of Education's Eligibility Matrix at <https://www2.ed.gov/about/offices/list/ope/ides/eligibility.html> before awarding funds from the Federal Work Study and Federal Supplemental Educational Opportunity Grant programs. If the Director of Financial finds that Lackawanna College is not eligible for the waiver, the institution will award the appropriate matching awards.

CONTACT PERSONS:

Compliance Analyst - Kayla Guilford
Director of Financial Aid - Matthew Peters

BUSINESS OFFICE

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DEPARTMENT OF LAW

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October 18, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

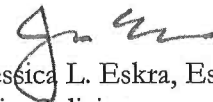
RECEIVED
OCT 18 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF LACKAWANNA COLLEGE, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$202,599.66 FOR THE PROJECT TO BE KNOWN AS "LACKAWANNA COLLEGE – MOBILE E-SPORTS ARENA SPACE" LOCATED 501 VINE STREET, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$202,599.66 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF GARDEN OF CEDAR, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$100,000.00 FOR THE PROJECT TO BE KNOWN AS " GARDEN OF CEDAR – GROWING COMMUNITY, JOBS, AND FOOD PARK PROJECT" LOCATED AT 715 CEDAR AVENUE, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$100,000.00 AWARD ED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

WHEREAS, the City of Scranton, through the Office of Economic and Community Development, will submit a grant application on behalf of the Garden of Cedar to the Commonwealth of Pennsylvania ("the Commonwealth") acting through the Commonwealth Financing Authority (the "Grantor") for a Local Share Account Grant, pursuant to the PA Race Horse Development and Gaming Act, for the creation of a new community garden/park ("Project") located at 715 Cedar Avenue, Scranton, Pennsylvania. A copy of such "Project" details is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton intends herein to ratify and approve the execution and submission of the Grant Application; and

WHEREAS, the Commonwealth of Pennsylvania will review the Grant Application for funding for the Local Share Account Grant in the amount of \$100,000.00 ("Grant") for the "Project"; and

WHEREAS, if the Grant Application is approved, the City of Scranton intends herein to authorize the execution of the Local Share Account Grant Contract and Commitment Letter, and the acceptance, disbursement, and utilization of the Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the execution and submission of the "Grant" Application is hereby ratified and if approved, the Mayor and other appropriate City Officials are hereby

authorized to enter into and execute and submit any additional related paperwork for this "Grant", and if successful, to accept the grant funds to be used for the "Project" as attached hereto. This approval anticipates and authorizes the execution of any and all related documentation necessary for the "Grant" or to accept, disburse, and utilize the "Grant" for the "Project."

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decisions shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



October 17, 2019

Via Hand Delivery

Jessica Eskra, Esquire
340 North Washington Avenue
4th Fl., Law Department
Scranton, PA 18503

**Re: Resolution
City of Scranton, OECD on behalf of Garden of Cedar – Growing Community, Jobs,
and Food Park Project
LSA Grant Application**

Dear Attorney Eskra:

The City of Scranton, specifically OECD, is requesting approval to submit a LSA Grant application on behalf of the Garden of Cedar for their community garden project.

OECD is requesting that you review the attached Resolution and submit it to City Council for approval.

Please do not hesitate to contact me if you should need additional information.

Sincerely,

Mary-Pat Ward
Executive Director

/mpw

September 30, 2019

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

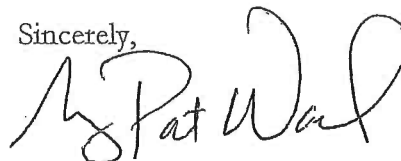
Re: LSA Grant Application (Monroe County) – Garden of Cedar
Growing Community, Jobs, and Food Park Project
Single Application Id: 201909309209

To Whom It May Concern:

Enclosed please find a Single Application for Assistance with Program Addenda regarding the above-referenced matter.

Thank you for your time and consideration in this matter. Please do not hesitate to contact me if you should need additional information.

Sincerely,



Mary-Pat Ward
Executive Director

MPW/

Cc: Frank Dubas
Sara Hailstone

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Applicant Information**

Applicant Entity Type:	Government		
Applicant Name:	City of Scranton		
NAICS Code	9211		
FEIN/SSN Number	XXXXXXXXXX		
DUNS Number:	136814287		
CEO:	Wayne E. Evans		
CEO Title:	Mayor		
SAP Vendor #:	XXXXXX		
Contact Name:	Mary-Pat Ward		
Contact Title:	Executive Director, OECD		
Phone:	(570)-348-4216	Ext.	4256
Fax:			
E-mail:	mpward@scrantonpa.gov		
Mailing Address:	340 North Washington Avenue		
City:	Scranton		
State:	PA		
Zip Code:	18503		

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Single Application for Assistance****Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Company Information**

Company Entity Type:	Non-Profit Corporation	
Company Name:	Garden of Cedar	
Charitable organization?	False	
NAICS Code	9211	
FEIN:	XXXXXXXXXX	
DUNS Number:		
CEO:	Francis J. Dubas	
CEO Title:	President	
SAP Vendor #:	XXXXXX	
Contact Name:	Francis Dubas	
Contact Title:	President	
Phone:	(203)-807-6264	Ext. <input type="text"/>
Fax:	<input type="text"/>	
E-mail:	fjdubas@gmail.com	
Mailing Address:	485 Cheese Spring Road	
City:	New Canaan	
State:	CT	
Zip Code:	06840	

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Business Specifics**

Current # of Full-time Employees:	
(In PA):	0
(World Wide):	0
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input checked="" type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input checked="" type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input checked="" type="checkbox"/> Healthcare	<input checked="" type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input checked="" type="checkbox"/> Social Services Provider
<input checked="" type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Educational Facility, Environment and Conservation, Healthcare, Hospitality, Social Services Provider, Tourism Promotion,

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Overview****Project Name:**

Garden of Cedar - Growing Community, Jobs, and Food Park Project

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:**Have you contacted anyone at DCED about your project?**

Yes

If yes, indicate who:

Paul Macknosky

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Site Locations**

Address:	715 Cedar Avenue
City:	Scranton
State:	PA
Zip Code:	18505
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Budget**

	Local Share Account Fund (Gaming Funds) Monroe County	Frank Dubas Private	Other Funders Private	Total
General Construction	\$75,000.00	\$6,887.00	\$25,596.00	
New Construction	\$60,000.00	\$0.00	\$25,596.00	\$85,596.00
Renovations	\$15,000.00	\$6,887.00	\$0.00	\$21,887.00
Infrastructure / Site Preparation	\$17,500.00	\$0.00	\$6,580.00	
Water/Sewer	\$15,000.00	\$0.00	\$4,500.00	\$19,500.00
Excavation/Grading	\$2,500.00	\$0.00	\$2,080.00	\$4,580.00
Related Costs	\$7,500.00	\$13,113.00	\$12,791.89	
Professional Services/Consultants	\$7,500.00	\$13,113.00	\$8,791.89	\$29,404.89
Insurance	\$0.00	\$0.00	\$4,000.00	\$4,000.00
Miscellaneous	\$0.00	\$0.00	\$54,145.95	
Site Amenities	\$0.00	\$0.00	\$54,145.95	\$54,145.95
Total	\$100,000.00	\$20,000.00	\$99,113.84	
			Budget Total:	\$219,113.84

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations, Budget Justification, Contractor Estimates

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. NOTE: Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The budget for construction of The Garden of Cedar has been prepared by the landscape architectural firm of Thomas J. McLane & Associates in Scranton, PA. The construction budget is approximately \$220 K.

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Narrative****What do you plan to accomplish with this project?**

Identify the problem(s) that need to be resolved.

This project will enhance the Cedar Avenue community and the surrounding area, which is home to a diverse urban mix of recent industrious immigrants as well as long time residents, through the development and sustainment of a community garden/park in a densely populated area currently designated as a food desert.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The creation of the community garden/park will be provided by the residents of the Cedar Avenue community who will be encouraged to "showcase" culturally significant vegetables and fruit. Additionally, a specific plot will be allocated to Lackawanna College for crops beneficial to the culinary degree program offered by the college.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

The funding use would include construction management, insurance, bonding, site preparation, hardscape, softscape, site amenities, professional services and administration.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

December 31, 2019 – Soft Completion of all administrative and legal work

Early Spring 2020 – Funding Confirmed including 501(c)(3) Status

Spring 2020 through Summer of 2020 – Construction

Fall 2020 – Planting Beds

Spring 2021 – Planting vegetables/flowers, etc.

Spring 2021 through Summer 2021 – Fully operational: community garden open, work with local colleges and universities program, educational programs, job programs implemented

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Program Addenda**

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. 2019 LSA Application, Garden of Cedar, Project Narrative.pdf [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. 2019 LSA Application, Garden of Cedar, Project Schedule and Timeline.pdf [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. 2019 LSA Application, Garden of Cedar, Project Budget.pdf [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. 2019 LSA Application, Garden of Cedar, Bids, Quotes, Estimates.pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

5. 2019 LSA Application, Garden of Cedar, City Planning Support Letter.pdf [View](#)

6. A letter of support for the project from the affected community;

Uploaded Documents

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Program Addenda**

6. 2019 LSA Grant Application -Garden of Cedar, Mayor and Community Support Letters.pdf [View](#)

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. 2019 LSA Application -Garden of Cedar, Legislation.pdf [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

8. 2019 LSA Application -Garden of Cedar, Funding Commitment Letter.pdf [View](#)

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

9. 2019 LSA Application -Garden of Cedar, Applicant Financials.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309209

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

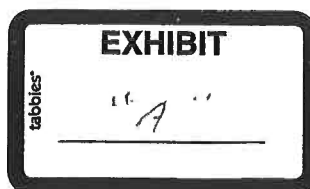
I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309209 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Mary-Pat Ward

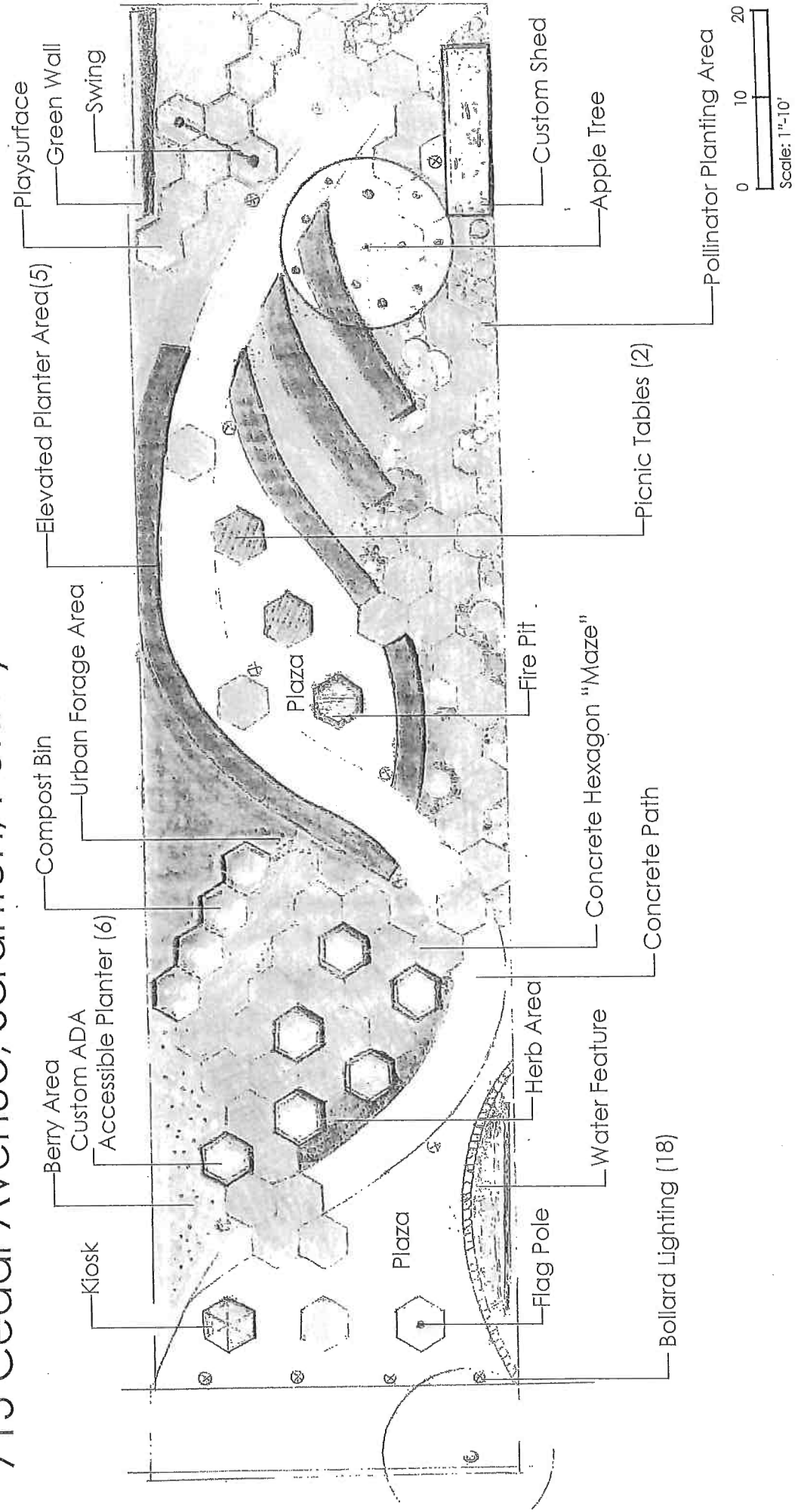
The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

1. Description of Project



Garden of Cedar

715 Cedar Avenue, Scranton, Pennsylvania



City of Scranton Garden of Cedar Project Description

Detailed Project Description Including Project Activities and Expected Results

Private developer Frank Dubas purchased a vacant lot at 715 Cedar Avenue in Scranton and is coordinating community support to transform it into a vibrant community asset that creates opportunities for growing food, community building activities, and job training. Dubas is in the process of creating a 501(c)3 not-for-profit corporation called The Garden of Cedar. The property will be donated to this organization once it is created.

The Garden of Cedar will offer a functional garden and a pleasing park to an ethnic community in a manner that celebrates the diverse cultures of the area. This project will enhance the Cedar Avenue community and the surrounding area, which is home to a diverse urban mix of recent industrious immigrants as well as long-time residents, through the development and sustainment of a community garden/park in a densely populated area currently designated as a food desert. Garden plots will be provided for the residents of the Cedar Avenue community who will be encouraged to “showcase” culturally significant vegetables and fruits. In addition, a specific plot will be allocated to Lackawanna College for cultivation of crops beneficial to the culinary degree program offered by the college.

The Garden will be constructed as an aesthetically pleasing park-like setting. A central path will begin at Cedar Avenue and proceed in a serpentine manner to the eastern edge of the property. Upon entry at Cedar Avenue community residents and visitors will be welcomed into a small staging area containing a meeting space, a flagpole with an American flag, and an eye pleasing cascading waterfall. The meandering path will then proceed to an area allocated for a small kiosk containing information, waist high planters for people with physical disabilities, and specifically designated areas for herbs, berries, and urban forage foods. To demonstrate the environmental significance of compost, a composting area will be designated.

Continuing east along the serpentine path will be various raised planting beds allocated to community groups for their plantings. Critical to this area will a designated spot for residents of the community to gather, mingle, and spend time together. The primary purpose of this area will be to raise healthy fruits and vegetables within a setting that builds a sense of community among old and new neighbors. The design and construction of the raised planters will be curvilinear. They will form a sort of “maze”

where children can wander and discover safely within sight of watchful eyes. This area will be bordered on the south by pollinating plants. Next, community residents and visitors will be greeted by the signature planting in The Garden of Cedar – a fruit bearing apple tree. This tree will have luscious healthy apples for the benefit of the community at large. A planned event could be an apple baking contest.

The eastern end of the property will contain a small children's playground which is also intended to be a "discovery" station. This area, as well as other areas of the Garden, will contain vertical green walls expected to cultivate edible plants in a confined urban setting. For this purpose, Penn State University and Penn State Extension be engaged.

The Garden of Cedar will be a year-round functional park capable of hosting seasonal events such as harvest festivals, a Halloween Spooktacular, winter holiday market, scavenger hunts, and spring festivals. Alternative uses during the off season could include ice skating and miniature golf.

Every local college and university will be involved in The Garden of Cedar project. Johnson College students, faculty, and administration have been involved in the architectural design. Penn State Scranton and Penn State Extension will be involved in planting design and on-site education programs. A garden plot will be allocated to Lackawanna College for cultivation of vegetables and fruit for the college's culinary program. Marywood University's School of Architectural Design will assist with the visual design of the Garden's structures. Keystone College will assist in seeking funding through corporate grants and donations. An alignment will be made with the University of Scranton's community garden as well as the University's entrepreneurial programs.

Dubas has committed \$20,000 donation to the project through The Scranton Area Foundation which will cover initial capital (\$15,000) and operating (\$5,000) expenses. He will seek funding from private, corporate, and public sector sources for capital and operating expenses.

The Garden of Cedar is requesting \$100,000 from the Monroe County Local Share Account.

Specific Location of the Project Site

715 Cedar Avenue, Scranton, PA 18505

Consistency with Existing Regional, County, or Local Comprehensive Plans

This project is consistent with the following goals in the *Lackawanna and Luzerne Counties Open Space, Greenways & Outdoor Recreation Master Plan*:

- Provide a variety of outdoor recreation opportunities, including land and water-based recreation, to meet the diverse interests of citizens and visitors.
- Utilize innovative planning and development strategies and a variety of funding sources and incentives to acquire, manage and preserve open space lands and outdoor recreational resources.

This project aligns with the following implementation strategies in the *Lackawanna-Luzerne Regional Plan*:

- Greening Vacant Lots transforms otherwise derelict parcels from sources of blight into valuable pieces of community green infrastructure.
- Neighborhood Parks provide much-needed natural vegetation and trees in urban settings and provide all the environmental and aesthetic benefits inherent in community green infrastructure.

Identification as a Priority Investment in a Local or Regional Economic Development Plan or Strategy

South Scranton, where the project is located, has been designated as a priority area by the City.

Anticipated Employment, Investment, and/or Community Impact of the Project

This project will result in approximately \$220,000 of initial investment in an underutilized lot in a low-income, high-need area and create new opportunities for members of this community to have positive interactions that improve the quality of life.

Historical and Proposed Use of the Project Site

The site previously had a blighted building on it which was demolished. The now vacant lot will be transformed into a community garden and park.

Experience of the Developer Including Previously Completed Projects

Developer Frank Dubas is a native of Jessup, PA and a graduate of University of Scranton. In 2016, he retired from Deloitte where he was the global managing partner for Sovereign Financial Institutions (SFI). In this position, he oversaw a global network of approximately 1,700 Deloitte professionals from more than 100 countries. In addition

to the Garden of Cedar project, Dubas is developing a 40-room hotel on Lackawanna Avenue in Scranton. He also serves on the board of trustees of University of Scranton as well as on the President's Business Council and the advisory committee to the Kania School of Management.

2. Project Schedule and Timeline

Frank Dubas
Garden of Cedar
Growing Community, Jobs, and Food Park Project

Project Schedule & Timeline

December 31, 2019 – Soft Completion of all administrative and legal work

Early Spring 2020 – Funding Confirmed including 501(c)3 Status

Spring 2020 through Summer of 2020 – Construction

Fall 2020 – Planting Beds

Spring 2021 – Planting vegetables/flowers, etc.

Spring 2021 through Summer 2021 – Fully operational: community garden open, work with local colleges and universities program, educational programs, job programs implemented

3. Project Budget

OPINION OF PROBABLE COST FOR GARDEN OF CEDAR

CEDAR AVENUE, SCRANTON, PENNSYLVANIA

GENERAL CONDITIONS					TOTAL COST
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
1-1	CONSTRUCTION MANAGEMENT, INSURANCE, BONDING, MOBILIZATION	1	LS	\$2,000.00	\$2,000.00 4,000.00

SITE PREPARATION & STABILIZATION					TOTAL COST
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
2-1	CUT & FILL (OVERALL SITE BOUNDARY)	140	CY	\$22.00	\$7.50 4,130.00
2-2	E&S CONTROLS (COMPOST FILTER SOCK)	45	LF	\$5.00	\$5.00 450.00

HARDSCAPE					TOTAL COST
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
3-1	PRECAST CONCRETE HEXAGON SLAB	1300	SF	\$30.00	\$10.00 \$52,000.00
3-2	CONCRETE PATH AND PLAZAS	1758	SF	\$6.00	\$6.00 \$21,096.00
3-3	CUSTOM WATER FEATURE (SEATWALL, CISTERN STORAGE, PUMP, RIVER ROCK)	1	LS	\$4,500.00	\$8,000.00 \$12,500.00

SOFTSCAPE					TOTAL
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)*QTY
4-1	HERB AREA (CHIVES, SAGE, BASIL, ETC.)	1	LS	\$400.00	\$200.00 \$600.00
4-2	BERRY AREA (RASPBERRIES, BLACKBERRIES, ETC.)	1	LS	\$300.00	\$200.00 \$500.00
4-3	URBAN FORAGE AREA (LAMBS QUARTERS, PURSLANE, ETC.)	1	LS	\$300.00	\$200.00 \$500.00
4-4	ELEVATED PLANTING AREA (RAISED PLANTER BEDS)	6	EA	\$300.00	\$100.00 \$2,400.00
4-5	APPLE TREE (2.5" CALIPER, B&B)	1	EA	\$300.00	\$300.00 \$600.00
4-6	POLLINATOR PLANTING AREA (SEED, #1 CONTAINERS)	605	SF	\$10.00	\$10.00 \$12,100.00
4-7	MULCH (DOUBLE SHREDDED HARDWOOD)	6	CY	\$32.00	\$20.00 \$312.00
4-8	AMENDED SOIL (IN-GROUND PLANTING AREAS)	35	CY	\$45.00	\$20.00 \$2,275.00
4-9	TOP SOIL (ELEVATED PLANTING AREAS)	40	CY	\$45.00	\$20.00 \$2,600.00

ADDITIONAL SITE AMENITIES					TOTAL
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR+MATERIAL)*QTY
5-1	FLAG POLE	1	EA	\$2,000.00	\$1,500.00 \$3,500.00
5-2	INFORMATION KIOSK	1	EA	\$500.00	\$500.00 \$1,000.00
5-3	COMPOST BIN	4	EA	\$100.00	\$50.00 \$600.00
5-4	PICNIC TABLES	2	EA	\$500.00	\$200.00 \$1,400.00
5-5	CUSTOM ADA ACCESSIBLE PLANTERS	6	EA	\$1,000.00	\$500.00 \$9,000.00
5-6	FIREPIT WITH STUMP STOOLS	1	EA	\$1,000.00	\$500.00 \$1,500.00
5-7	PLAY AREA (SWING, CONCRETE FOOTERS)	1	EA	\$1,000.00	\$1,300.00 \$2,300.00
5-8	CONCRETE DEPRESSED CURB	99	LF	\$25.00	\$15.00 \$3,960.00
5-9	SAFETY SURFACE	181	SF	\$15.00	\$20.00 \$6,335.00
5-10	PLAYSURFACE GEO-TEXTILE	181	SF	\$0.45	\$1.50 \$352.95
5-11	PLAYSURFACE SUB-DRAINAGE (4" PVC PERFORATED/SOLID PIPE)	12	LF	\$10.00	\$14.00 \$288.00
5-12	CONNECTION TO UTILITIES (WATER, GAS, ELECTRIC)	3	EA	\$5,000.00	\$1,500.00 \$19,500.00
5-13	BOLLARD LIGHTS	18	EA	\$300.00	\$100.00 \$7,200.00
5-14	GARDEN HOSE(HARDWARE, SPIGOT, HOSE, STAND)	2	EA	\$300.00	\$150.00 \$900.00
5-15	IRRIGATION SYSTEM FOR ADA PLANTERS	6	EA	\$200.00	\$150.00 \$2,100.00
5-16	VERTICAL GARDEN WALLS (SOIL, PLANTS, MATERIALS, FOOTERS)	34	LF	\$50.00	\$15.00 \$2,210.00
5-17	CUSTOM BUILT SHED WITH GREEN ROOF + RAIN BARREL (TOOLS, STORAGE, SEDUM)	1	LS	\$8,500.00	\$3,000.00 \$11,500.00

ESTIMATE SUB-TOTAL

=

\$189,708.95

PROFESSIONAL SERVICES/ ADMINISTRATION					TOTAL
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR+UNIT COST)*QTY
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6-2	FINAL DESIGN, PERMITS, CONSTRUCTION DRAWINGS, BID DOCS, PRE BID MEETING, OVERSIGHT (10% MAXIMUM)	1	LS	N/A	N/A \$14,228.17
6-3	CONTINGENCY (5%)	1	LS	N/A	N/A \$9,485.45

ESTIMATE GRAND TOTAL

=

\$219,113.84

Frank Dubas
Principal - The Garden of Cedar
485 Cheese Spring Road
New Canaan, CT 06840
fjdubas@gmail.com
Cell – 203-807-6264

September 30, 2019

Mr. Dennis M. Davin
Secretary
PA Department of Community & Economic Development
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Dear Sir,

I wish to provide the following information to you with regard to my application for an LSA grant in the amount of \$100,000 to partially fund a community garden/park at 715 Cedar Avenue in Scranton, PA 18503.

Site Acquisition – I presently own the property (a vacant lot at 715 Cedar Avenue) free and clear. I have engaged the law firm of Kreder Brooks Hailstone LLP in Scranton, PA to create a non-for-profit entity (501c3) into which I will convey title to the property and relinquish all future economic interest. I estimate the property has a fair market value of \$12-15 thousand at present. I continue to pay all expenses on the property such as property taxes, insurance, maintenance, etc. I will do so until the property is conveyed to the non-for-profit entity.

Financial Statements – The not-for-profit has not yet been established. The budget for construction of The Garden of Cedar has been prepared by the landscape architectural firm of Thomas J. McLane & Associates in Scranton, PA. The construction budget is approximately \$220 K.

A proforma balance sheet of The Garden of Cedar as of today looks like this -

Frank Dubas donor designated funds at the Scranton Area Foundation -	\$20,000
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Frank Dubas property to be contributed -	15,000
LSA grant -	100,000
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Liabilities -	0
Total assets (i.e. The Garden of Cedar)	<u>\$235,000</u>

LSA Funding Request – The LSA funding request is specifically broken down below. All amounts are derived from the total budget cost of \$219,113.84.

Land – NA the site has already been acquired
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 New Construction - \$60,000 for portion of hardscape (item #3) per the architectural budget
 Renovation - \$15,000 for portion of soft scape (item #4) per the architectural budget
 Roads/Streets - NA
 Parking - NA
 Water/Sewer - \$15,000 for portion of connection to utilities (item #5-12)
 Utilities – included in Water/Sewer
 Demolition - NA
 Excavation/Grading - \$2,500 for portion of site preparation & stabilization (item #2)
 Environmental Clean-up – included above
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 Working Capital - NA
 Salary - NA
 Fringe Benefits - NA
 Training/Technical Assistance - NA
 Consumable Supplies - NA
 Travel - NA
 Promotion - NA
 Office Equipment - NA
 Space Costs – NA
 Audit - NA
 Indirect Costs - NA
 Professional Service/Consultants - \$7,500 included in professional services/administration (item #6)
 Engineering – included in professional
 Inspections - included in professional
 Fees - included in professional
 Insurance - included in professional
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 Closing - NA
 Contingencies - NA
 Other – NA

Project Schedule & Timeline – It is expected that all administrative and legal work will be completed by December 31, 2019. Funding is to be completed by early spring 2020 in order that construction at the site can begin soon thereafter. Construction would continue through the spring and conclude during the summer of 2020. Planting beds would be prepared during the fall of 2020 such that the actual planting would be done in the spring of 2021. It is expected that The Garden of Cedar will be fully operational in the spring of 2021 and thereafter.

I hope you find this information useful to your needs in the evaluation my request for a \$100,000. I consider this project to be a vital component to the needs and aspirations of the vital Cedar Avenue and surrounding South Side Scranton Community. To that extent I have already contributed \$20,000 of my own private funds. I have also made the commitment to donate the land that I presently own to the project.

During the remainder of 2019 and during early 2020 I will be seeking the additional funding necessary to complete The Garden of Cedar. I have had preliminary discussions with several potential sources of funds.

I am available to answer your questions at any time. I look for to hearing from you.

Respectfully submitted,

Frank Dubas
fdubas@gmail.com
Cell – 203-807-6264

CC – Ms. Mary-Pat Ward, Executive Director, City of Scranton Office of Economic and Community Development

4. Bids/Quotes, Estimates

THOMAS J. McLANE & ASSOCIATES

*Landscape Architecture
Environmental Science
Planning*

601 Stafford Avenue
Scranton, PA 18505

Ph: (570) 347-3668

Fax: (570) 341-5413

E-mail: tmclane@mcclaneassociates.com

September 25, 2019

Scranton City Hall
340 N. Washington Ave.
Scranton, PA 18503

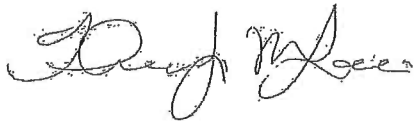
Attn: Mary-Pat Ward
Re: Garden of Cedar
Opinion of Probable Cost

Per your request, we estimate that \$218,000(+/-), would be a reasonable cost to complete proposed "Garden of Cedar", that includes an accessible walkway, play area, planting areas; pollinator area, water feature, and picnic area.

This opinion of costs is based upon recently completed projects at parks of similar size and scope, such as Carbondale YMCA (Lackawanna County); Nay Aug Natural Play Area and Crowley Park in Scranton (Lackawanna County); Pocono Heritage Land Trust Glen Run Nature Area (Monroe County).

Should you have any questions or require any additional information please contact our office.

Sincerely,



Tom McLane, RLA, ASLA
Principal Landscape Architect

OPINION OF PROBABLE COST FOR GARDEN OF CEDAR

CEDAR AVENUE, SCRANTON, PENNSYLVANIA

GENERAL CONDITIONS					TOTAL COST
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
1-1	CONSTRUCTION MANAGEMENT, INSURANCE, BONDING, MOBILIZATION	1	LS	\$2,000.00	\$2,000.00 4,000.00

SITE PREPARATION & STABILIZATION					TOTAL COST
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
2-1	CUT & FILL (OVERALL SITE BOUNDARY)	140	CY	\$22.00	\$7.50 4,130.00
2-2	E&S CONTROLS (COMPOST FILTER SOCK)	45	LF	\$5.00	\$5.00 450.00

HARDSCAPE					TOTAL COST
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
3-1	PRECAST CONCRETE HEXAGON SLAB	1300	SF	\$30.00	\$10.00 \$52,000.00
3-2	CONCRETE PATH AND PLAZAS	1758	SF	\$6.00	\$6.00 \$21,096.00
3-3	CUSTOM WATER FEATURE (SEATWALL, CISTERN STORAGE, PUMP, RIVER ROCK)	1	LS	\$4,500.00	\$8,000.00 \$12,500.00

SOFTSCAPE					TOTAL
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
4-1	HERB AREA (CHIVES, SAGE, BASIL, ETC.)	1	LS	\$400.00	\$200.00 \$600.00
4-2	BERRY AREA (RASPBERRIES, BLACKBERRIES, ETC.)	1	LS	\$300.00	\$200.00 \$500.00
4-3	URBAN FORAGE AREA (LAMBS QUARTERS, PURSLANE, ETC.)	1	LS	\$300.00	\$200.00 \$500.00
4-4	ELEVATED PLANTING AREA (RAISED PLANTER BEDS)	6	EA	\$300.00	\$100.00 \$2,400.00
4-5	APPLE TREE (2.5" CALIPER, B&B)	1	EA	\$300.00	\$300.00 \$600.00
4-6	POLLINATOR PLANTING AREA (SEED, #1 CONTAINERS)	605	SF	\$10.00	\$10.00 \$12,100.00
4-7	MULCH (DOUBLE SHREDDED HARDWOOD)	6	CY	\$32.00	\$20.00 \$312.00
4-8	AMENDED SOIL (IN-GROUND PLANTING AREAS)	35	CY	\$45.00	\$20.00 \$2,275.00
4-9	TOP SOIL (ELEVATED PLANTING AREAS)	40	CY	\$45.00	\$20.00 \$2,600.00

ADDITIONAL SITE AMENITIES					TOTAL
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
5-1	FLAG POLE	1	EA	\$2,000.00	\$1,500.00 \$3,500.00
5-2	INFORMATION KIOSK	1	EA	\$500.00	\$500.00 \$1,000.00
5-3	COMPOST BIN	4	EA	\$100.00	\$50.00 \$600.00
5-4	PICNIC TABLES	2	EA	\$500.00	\$200.00 \$1,400.00
5-5	CUSTOM ADA ACCESSIBLE PLANTERS	6	EA	\$1,000.00	\$500.00 \$9,000.00
5-6	FIREPIT WITH STUMP STOOLS	1	EA	\$1,000.00	\$500.00 \$1,500.00
5-7	PLAY AREA (SWING, CONCRETE FOOTERS)	1	EA	\$1,000.00	\$1,300.00 \$2,300.00
5-8	CONCRETE DEPRESSED CURB	99	LF	\$25.00	\$15.00 \$3,960.00
5-9	SAFETY SURFACE	181	SF	\$15.00	\$20.00 \$6,335.00
5-10	PLAYSURFACE GEO-TEXTILE	181	SF	\$0.45	\$1.50 \$352.95
5-11	PLAYSURFACE SUB-DRAINAGE (4" PVC PERFORATED/SOLID PIPE)	12	LF	\$10.00	\$14.00 \$288.00
5-12	CONNECTION TO UTILITIES (WATER, GAS, ELECTRIC)	3	EA	\$5,000.00	\$1,500.00 \$19,500.00
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ESTIMATE GRAND TOTAL

\$219,113.84

5. City Planning Support Letter

**BUREAU OF CITY PLANNING**

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

September 27, 2019

Sara Hailstone

Hailstone Economic, LLC

550 Clay Avenue Suite 5B

Scranton, PA, 18510

Re: Garden of Cedar
Local Share Grant

Please accept this letter as evidence of support for your Local Share Grant funds application for funding to undertake the creation of the "Garden of Cedar" pocket park at 715 Cedar Ave.

We have determined that your project is consistent with our comprehensive plan and specifically the stated goal of revitalizing the Cedar Avenue Corridor. Further after a review of the project activities we have found that the project would be consistent with our zoning and planning requirements.

Good luck with your application. If you have any further needs or questions please do not hesitate to contact me at 570-348-4280 or dking@scrantonpa.gov.

Sincerely,

Donald J. King, AICP, CFM
City Planner

6. Mayor and Community Support Letters



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

September 27, 2019

Frank Dubas
c/o Sara Hailstone
HAILSTONE ECONOMIC, LLC
550 Clay Avenue
Suite 5B
Scranton, PA 18510

RE: LSA Grant Application (Monroe County) – Garden of Cedar
Growing Community, Jobs, and Food Park Project

Dear Mr. Dubas:

It is my pleasure to offer the support of the City of Scranton for the Garden of Cedar Growing Community, Jobs, and Food Park Project. The City is committed to expanding services that meet the needs of our community through public interest, community improvement, economic development, and roadway improvement projects.

The proposed project plan to coordinate community support to transform 715 cedar Avenue to a park that will coordinate community support and create opportunities for growing food, community building, and job training certainly supports and enhances community and economic well-being which is the very purpose of the LSA Grant.

The Garden of Cedar project idea meets a public need for the City of Scranton and beyond. The City's Administration is in full support of this project and looks forward to working with you.

"Every day is our chance to make the City a little better."

Sincerely,

A handwritten signature in dark ink, appearing to read "Wayne E. Evans".

Wayne E. Evans
Mayor



UNITED NEIGHBORHOOD CENTERS of Northeastern Pennsylvania

777 Keystone Industrial Park Road, Throop, Pennsylvania 18512

Phone: (570) 346-0759

www.uncnepa.org

9/25/2019

To Whom It May Concern,

CHILD CARE

Administrative Office
570-344-9882
Bellevue Center
570-342-5251
Progressive Center
570-207-4950
Green Ridge Center
570-961-2224

COMMUNITY YOUTH

Bellevue Center
570-342-5251
Progressive Center
570-207-4950
Leaders in Training
570-961-1592
Adventure Course
570-961-1592
Project Hope
570-344-9882
Creative Arts
570-961-1592

COMMUNITY SERVICES

Emergency Assistance
570-343-8835
Energy Assistance
570-343-8835
Transitional Housing
570-343-8835
Permanent Supportive Housing
570-343-8835
One Stop Shop
570-343-8835
Rental Assistance
570-343-8835
Angel's Attic
570-343-8835
First Time Homebuyers
570-343-8835
Violence Intervention
570-343-8835
Foreclosure Prevention
570-343-8835
Post Foster Care Housing
570-343-8835
Community Organizing
570-343-8835

SENIOR CENTERS

West Side Center
570-961-1592
South Side Center
570-346-2487
Carbondale Center
570-282-6167
Mid Valley Center
570-489-4415

SCOLA
570-346-6203

COMMUNITY HEALTH
570-880-7130

I am writing this letter to show United Neighborhood Center's support for the creation of The Garden of Cedar at 715 Cedar Avenue in South Scranton. We feel this project will be a welcome enhancement to the community, as well as fill a vital need for fresh food that South Side is unfortunately lacking.

United Neighborhood Centers of NEPA has been doing community revitalization work in this neighborhood since 2009. We have seen much positive community-led change which has resulted in a 29% reduction in crime, redevelopment of the commercial areas and the opening of new businesses. However, fresh food access continues to be lacking within the community. Seeing private individuals begin to invest in the community is very exciting to us.

We have known Frank Dubas for several years in discussing this project as well as other initiatives in the South Scranton neighborhood. He can often be seen on foot walking around the neighborhood chatting with residents, employees and business owners. Frank has actively engaged community stakeholders as well as technical experts, such as university programs, to ensure that this is truly a community led and high quality project.

After the closing of Weis Market in 2016, South Scranton was designated by "Food Desert" by USDA, which means it is a low-income area with a substantial number of residents with low levels of access to retail outlets selling healthy and affordable foods. To be considered a "low-access community," at least 500 people and/or at least 33 percent of the census tract's population must reside more than one mile from a supermarket or large grocery store.

Scranton also has a rapidly growing immigrant population. Almost 10% of the city's population are foreign-born and wide array of cultures are represented including immigrants from Latin America, South Asia, the Middle East, and Africa, with a significant portion of these populations living in the city's South Side. The neighborhood is made up of over 60% renters who often do not have access to land with which to grow their own food. The Garden at Cedar can help to address the issue of access while promoting cross-cultural sharing and relationship building within the community.

We support this project and feel it will be an asset to the community, as well as help address the vital issue of food access.

Sincerely,

Chrissy Manuel

Interim Director, Community Education and Revitalization Department
United Neighborhood Centers of NEPA
631 Cedar Avenue, Scranton PA 18505

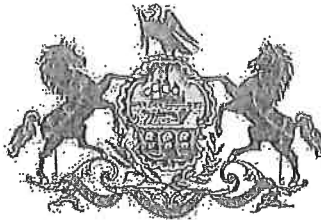


Member, United Way
of Lackawanna and
Wayne Counties
Member of
Alliance for Strong
Families and Communities

MARTY FLYNN, MEMBER
113TH LEGISLATIVE DISTRICT

JAY'S COMMONS
409 NORTH MAIN AVENUE
SCRANTON, PENNSYLVANIA 18504
(570) 342-4348
FAX: (570) 342-4353

323 MAIN CAPITOL BUILDING
P.O. BOX 202113
HARRISBURG, PENNSYLVANIA 17120-2113
(717) 787-8981
FAX: (717) 705-1958
TOLL FREE: 1-877-841-1450



House of Representatives
Commonwealth of Pennsylvania
Harrisburg

COMMITTEES
APPROPRIATIONS
CONSUMER AFFAIRS
INSURANCE
PROFESSIONAL LICENSURE

Ms. Mandy Book
Department of Community and Economic Development
Center for Business Financing - Grants Division
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Dear Ms. Book:

Please accept this letter as my endorsement and recommendation of support for the (Lackawanna County) The Garden of Cedar request in this PA DCED LSA Monroe County grant application.

The Garden of Cedar property is located at 715 Cedar Avenue in Scranton. The Garden will be constructed in an aesthetically pleasing park-like setting. The property will provide garden plots for the residents of the Cedar Avenue community. Garden plots will be allocated to community residents, who will be encouraged to "showcase" culturally significant vegetables and fruits. Also, a specific plot will be allocated to Lackawanna College for cultivation of crops beneficial to the culinary degree program offered by the college. The eastern end of the property will contain a small children's playground which is also intended to be a "discovery" station.

The goal of The Garden of Cedar is to offer a functional garden and a pleasing park to an ethnic community in a manner that celebrates the diverse cultures of the United States of America. It will be a year-round functional park capable of hosting seasonal events such as harvest festivals, a Halloween Spooktacular, winter holiday market, scavenger hunts, Spring festivals, etc.

The primary accomplishment of the project is the enhancement of the Cedar Avenue community and the surrounding area through the development and sustainment of a community garden/park in a densely populated area currently designated as a food desert. The Garden of Cedar area is home to a diverse urban mix of recent industrious immigrants as well as long-time residents.

Positive consideration for this grant will be a tremendous help and asset to this neighborhood.

I respectfully urge you to consider funding this worthy project for the people and businesses of this region.

Sincerely,

Representative Marty Flynn
113th Legislative District
Pennsylvania House of Representatives

7. Legislation

Resolution

Please Note: Upon approval by Scranton City Council, legislation will be submitted regarding this application.

8. Funding Commitment Letter

Frank Dubas
Principal - The Garden of Cedar
485 Cheese Spring Road
New Canaan, CT 06840
fjdubas@gmail.com
Cell – 203-807-6264

September 30, 2019

Mr. Dennis M. Davin
Secretary
PA Department of Community & Economic Development
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Dear Sir,

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I am available to answer your questions at any time. I look forward to hearing from you.

Respectfully submitted,

Frank Dubas
fdubas@gmail.com
Cell – 203-807-6264

CC – Ms. Mary-Pat Ward, Executive Director, City of Scranton Office of Economic and Community Development

9. Applicant Financials

Frank Dubas
Principal - The Garden of Cedar
485 Cheese Spring Road
New Canaan, CT 06840
fdubas@gmail.com
Cell – 203-807-6264

September 30, 2019

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Commonwealth Keystone Building
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Harrisburg, PA 17120-0225

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LSA Funding Request – The LSA funding request is specifically broken down below. All amounts are derived from the total budget cost of \$219,113.84.

Land – NA the site has already been acquired
 Buildings – NA
 New Construction - \$60,000 for portion of hardscape (item #3) per the architectural budget
 Renovation - \$15,000 for portion of soft scape (item #4) per the architectural budget
 Roads/Streets - NA
 Parking - NA
 Water/Sewer - \$15,000 for portion of connection to utilities (item #5-12)
 Utilities – included in Water/Sewer
 Demolition - NA
 Excavation/Grading - \$2,500 for portion of site preparation & stabilization (item #2)
 Environmental Clean-up – included above
 New Equipment Purchase - NA
 Used Equipment Purchase - NA
 Installation/Building Modification - NA
 Vehicles - NA
 Working Capital - NA
 Salary - NA
 Fringe Benefits - NA
 Training/Technical Assistance - NA
 Consumable Supplies - NA
 Travel - NA
 Promotion - NA
 Office Equipment - NA
 Space Costs – NA
 Audit - NA
 Indirect Costs - NA
 Professional Service/Consultants - \$7,500 included in professional services/administration (item #6)
 Engineering – included in professional
 Inspections - included in professional
 Fees - included in professional
 Insurance - included in professional
 Environmental Assessment - included in professional
 Legal Costs - included in professional
 Closing - NA
 Contingencies - NA
 Other – NA

Project Schedule & Timeline – It is expected that all administrative and legal work will be completed by December 31, 2019. Funding is to be completed by early spring 2020 in order that construction at the site can begin soon thereafter. Construction would continue through the spring and conclude during the summer of 2020. Planting beds would be prepared during the fall of 2020 such that the actual planting would be done in the spring of 2021. It is expected that The Garden of Cedar will be fully operational in the spring of 2021 and thereafter.

I hope you find this information useful to your needs in the evaluation my request for a \$100,000. I consider this project to be a vital component to the needs and aspirations of the vital Cedar Avenue and surrounding South Side Scranton Community. To that extent I have already contributed \$20,000 of my own private funds. I have also made the commitment to donate the land that I presently own to the project.

During the remainder of 2019 and during early 2020 I will be seeking the additional funding necessary to complete The Garden of Cedar. I have had preliminary discussions with several potential sources of funds.

I am available to answer your questions at any time. I look for to hearing from you.

Respectfully submitted,

Frank Dubas
fdubas@gmail.com
Cell – 203-807-6264

CC – Ms. Mary-Pat Ward, Executive Director, City of Scranton Office of Economic and Community Development



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 18, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 18 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF GARDEN OF CEDAR, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$100,000.00 FOR THE PROJECT TO BE KNOWN AS " GARDEN OF CEDAR – GROWING COMMUNITY, JOBS, AND FOOD PARK PROJECT" LOCATED AT 715 CEDAR AVENUE, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$100,000.00 AWARD ED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

Respectfully,

A handwritten signature in dark ink, appearing to read "J. Eskra".

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF THE SCRANTON CULTURAL CENTER, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$140,000.00 FOR THE PROJECT TO BE KNOWN AS " SCRANTON CULTURAL CENTER – ELEVATOR REPLACEMENT PROJECT" LOCATED AT 420 NORTH WASHINGTON AVENUE, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$140,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

WHEREAS, the City of Scranton, through the Office of Economic and Community Development, will submit a grant application on behalf of the Scranton Cultural Center to the Commonwealth of Pennsylvania ("the Commonwealth") acting through the Commonwealth Financing Authority (the "Grantor") for a Local Share Account Grant, pursuant to the PA Race Horse Development and Gaming Act, for elevator replacement ("Project") located at 420 North Washington Avenue, Scranton, Pennsylvania. A copy of such "Project" details is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton intends herein to ratify and approve the execution and submission of the Grant Application; and

WHEREAS, the Commonwealth of Pennsylvania will review the Grant Application for funding for the Local Share Account Grant in the amount of \$140,000.00 ("Grant") for the "Project"; and

WHEREAS, if the Grant Application is approved, the City of Scranton intends herein to authorize the execution of the Local Share Account Grant Contract and Commitment Letter, and the acceptance, disbursement, and utilization of the Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the execution and submission of the "Grant" Application is hereby ratified and if approved, the Mayor and other appropriate City Officials are hereby

authorized to enter into and execute and submit any additional related paperwork for this "Grant", and if successful, to accept the grant funds to be used for the "Project" as attached hereto. This approval anticipates and authorizes the execution of any and all related documentation necessary for the "Grant" or to accept, disburse, and utilize the "Grant" for the "Project."

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decisions shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Scranton OECD

Office of Economic and
Community Development



October 17, 2019

Via Hand Delivery

Jessica Eskra, Esquire
340 North Washington Avenue
4th Fl., Law Department
Scranton, PA 18503

Re: Resolution
City of Scranton, OECD on behalf of the Scranton Cultural Center – Elevator
Replacement Project

Dear Attorney Eskra:

The City of Scranton, specifically OECD, is requesting approval to submit a LSA Grant application on behalf of the Scranton Cultural Center for their elevator replacement project.

OECD is requesting that you review the attached Resolution and submit it to City Council for approval.

Please do not hesitate to contact me if you should need additional information.

Sincerely,

Mary-Pat Ward
Executive Director

/mpw



Office of Economic and
Community Development

September 30, 2019

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Re: LSA Grant Application (Monroe County)
Scranton Cultural Center at the Masonic Temple
Elevator Replacement
Single Application Id: 201909309207

To Whom It May Concern:

Enclosed please find a Single Application for Assistance with Program Addenda regarding the above-referenced matter.

Thank you for your time and consideration in this matter. Please do not hesitate to contact me if you should need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary-Pat Ward".

Mary-Pat Ward
Executive Director

MPW/

Cc: John Cardoni



Agency: Pennsylvania Department of Community and Economic Development
Applicant: City of Scranton
Web Application #: 8347392
Company: Scranton Cultural Center at the Masonic Temple
Program: Local Share Account Fund (Gaming Funds) Monroe County
Program Fact Sheet Program Guidelines

Application Certification

A fee of \$100.00 was collected for this application. Authorization code: 030599, Transaction ID: 4588463461

Single Application ID #: 201909309207

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 201909309207 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

Print Signature Page only

Print Entire Application with Signature Page

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED)
Single Application for Assistance, Version Release 5.8.0.1n9

Single Application for Assistance**Web Application Id:** 8347392**Single Application Id:** 201909309207**Applicant:** City of Scranton**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Applicant Information**

Applicant Entity Type:	Government	
Applicant Name:	City of Scranton	
NAICS Code	9211	
FEIN/SSN Number	XXXXXXXXXX	
DUNS Number:	136814287	
CEO:	Wayne E. Evans	
CEO Title:	Mayor	
SAP Vendor #:	XXXXXX	
Contact Name:	Mary-Pat Ward	
Contact Title:	Executive Director, OECD	
Phone:	(570)-348-4216	Ext. 4256
Fax:		
E-mail:	mpward@scrantonpa.gov	
Mailing Address:	340 North Washington Avenue	
City:	Scranton	
State:	PA	
Zip Code:	18503	

Single Application for Assistance**Web Application Id:** 8347392**Single Application Id:** 201909309207**Applicant:** City of Scranton**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Single Application for Assistance****Web Application Id:** 8347392**Single Application Id:** 201909309207**Applicant:** City of Scranton**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Company Information**

Company Entity Type:	Non-Profit Corporation		
Company Name:	Scranton Cultural Center at the Masonic Temple		
Charitable organization?	True		
NAICS Code	7113		
FEIN:	XXXXXXXXXX		
DUNS Number:	825457443		
CEO:	Deborah M. Peterson		
CEO Title:	Executive Director		
SAP Vendor #:	XXXXXX		
Contact Name:	John Cardoni		
Contact Title:	General Manager		
Phone:	(570)-346-7369	Ext.	107
Fax:			
E-mail:	jcardoni@scrantonculturalcenter.org		
Mailing Address:	420 Washington Avenue		
City:	Scranton		
State:	PA		
Zip Code:	18503		

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Business Specifics

Current # of Full-time Employees:	
(In PA):	11
(World Wide):	11
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	1,426,070
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input checked="" type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input checked="" type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input checked="" type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Educational Facility, Exempt Facility, Other, Tourism Promotion,

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Scranton Cultural Center at the Masonic Temple - Elevator Replacement

Is this project related to another previously submitted project?

Yes

If yes, indicate previous project name:

Scranton Cultural Center - Elevator safety/Modernization

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance**Web Application Id:** 8347392**Single Application Id:** 201909309207**Applicant:** City of Scranton**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Site Locations**

Address:	420 North Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance**Web Application Id:** 8347392**Single Application Id:** 201909309207**Applicant:** City of Scranton**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Budget**

	Local Share Account Fund (Gaming Funds) Monroe County	SCC Private	Total
Machinery & Equipment	\$140,000.00	\$125,000.00	
New Equipment Purchase	\$140,000.00	\$125,000.00	\$265,000.00
Operating Costs / Working Capital	\$.00	\$3,000.00	
Audit	\$.00	\$3,000.00	\$3,000.00
Related Costs	\$.00	\$20,000.00	
Contingencies	\$.00	\$20,000.00	\$20,000.00
Miscellaneous	\$.00	\$7,000.00	
City Admin. Costs	\$.00	\$7,000.00	\$7,000.00
Total	\$140,000.00	\$155,000.00	
		Budget Total:	\$295,000.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations**Budget Narrative**

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

1. The budget has been developed from the proposals submitted by Port Elevator Company as well as discussions with Otis Elevator and other professionals.
2. Overall elevator equipment costs and installation fees are from a quote from Port Elevator.
3. Licenses, permits, and inspection fees are included in the proposal.
4. City administration fee is based on 5% of the total grant award as per previous LSA projects.

Single Application for Assistance**Web Application Id:** 8347392**Single Application Id:** 201909309207**Applicant:** City of Scranton**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Narrative****What do you plan to accomplish with this project?**

Identify the problem(s) that need to be resolved.

The original hoist mechanisms have been determined by Otis elevator technicians to not be able to be repaired. This is due to the age (90 years) and construction (parts cast in place) and the unavailability of parts either off the shelf or machined. One of the two elevators is now permanently out of service leaving us one to be able to get people and equipment to other floors. Should the other car suffer a similar failure, the building would most inoperable due to lack of both A.D.A. access and the inability to move people and equipment to the other floors.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

An investigation was done and bids were secured to attempt to repair the elevator that was taken out of service. The winning submitter, Otis Elevator, sent in technicians to take apart the hoist motor to more fully determine the failed components. During the investigation, it was determined that due to age and lack of modern replacement parts, the unit could not be repaired or returned to service. We asked for replacement options and pricing. From this, we developed a budget from which the submission was developed. We will need to completely remove the existing 1930 hoist mechanisms, lift cables and all associated hardware and control mechanisms. The control systems, through a single interface, must be upgraded in order to handle additional safety mechanisms now required on modern elevators. The other unit must also be upgraded to comply with code.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

The LSA funds would include the equipment purchase(s) required to fix the elevators including the hoist mechanisms, lift cables, and associated hardware, and control mechanisms.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Completed - July through September 2019: Determine repair and replace status, secure inoperable elevator, secure funding commitment through Masonic Temple Association, secure Board resolution

Ongoing - secure additional funding

October - November 2019: Award contract, pre-order site survey, order equipment, deposit due

April/May 2020 - Equipment arrival

April through June 2020 - change out hoist 1, install new cables, safety systems and controllers

June through August 2020 - change out hoist 2, install safety systems and controllers

August through September 2020 - testing, commissioning, inspections

Single Application for Assistance**Web Application Id:** 8347392**Single Application Id:** 201909309207**Applicant:** City of Scranton**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Program Addenda**

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. 2019 LSA Application, Scranton Cultural Center, Project Narrative.pdf [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. 2019 LSA Application, Scranton Cultural Center, Project Schedule and Timeline.pdf [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. 2019 LSA Application, Scranton Cultural Center, Project Budget.pdf [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. 2019 LSA Application, Scranton Cultural Center, Bids Quotes Estimates.pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

5. 2019 LSA Application, Scranton Cultural Center, City Planning Support Letter.pdf [View](#)

6. A letter of support for the project from the affected community;

Uploaded Documents

Single Application for Assistance**Web Application Id:** 8347392**Single Application Id:** 201909309207**Applicant:** City of Scranton**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Program Addenda**

6. 2019 LSA Application, Scranton Cultural Center, Mayor and Community Support Letters.pdf [View](#)

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. 2019 LSA Application, Scranton Cultural Center, Resolution.pdf [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

8. 2019 LSA Application, Scranton Cultural Center, Funding Commitment Letter.pdf [View](#)

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

9. 2019 LSA Application, Scranton Cultural Center, Applicant Financials.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309207

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309207 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Mary-Pat Ward

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.



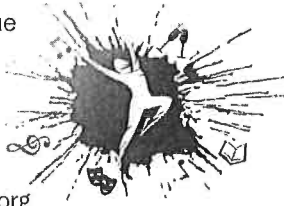
1. Description of Project

EXHIBIT

420 North Washington Avenue
Scranton, PA 18503

Office: (570) 346.7369
Fax: (570) 346.7365

www.ScrantonCulturalCenter.org



SCRANTONCULTURALCENTER

at the Masonic Temple

LIFE. CELEBRATED.

September 25, 2019

Scranton Cultural Center at the Masonic Temple

Elevator Replacement for A.D.A. Compliance and Public Safety and Access

Project Narrative

The Scranton Cultural Center at the Masonic Temple is a national, historic architectural treasure located in the heart of the historic district of Scranton, Pennsylvania. It has been in continuous operation and available to the community since 1930.

Request

The Scranton Cultural Center is seeking \$140,000.00 of a \$295,000.00 project to replace the irreparable hoist and control mechanisms of the two 1930 Otis Elevators. The requested amount is to match existing and anticipated funds of the project, of which the SCC has already secured \$125,000.00.

Problem

The original hoist mechanisms have been determined by Otis elevator technicians to not be able to be repaired. This is due to the age (90 years) and construction (parts cast in place) and unavailability of parts either off the shelf or machined. One of the two elevators is now permanently out of service leaving us one to be able to get people and equipment to other floors. Should the other car suffer a similar failure, the building would become mostly inoperable due to lack of both A.D.A. access and the inability to move people and equipment to the other floors.

The Otis elevators are original to the construction of the building dating back to 1930. A required upgrade to meet ADA standards was done in 2002 / 2003 at which time the original hand operated floor doors, gates and interior controls were replaced and automated. At that time, portions of the control systems were replaced to remove the 1930 Direct Current generators and comply with then current National Electrical Codes. Due to funding limitations we were unable to tackle replacing the actual lift mechanisms, cables, speed controllers and related items in each hoist way. It was hoped that they would be able to remain in service for another twenty to twenty-five years but time has not been kind and several mechanical components have failed.

Without operating elevators, the Scranton Cultural Center at the Masonic Temple will be forced to cancel a majority of its events and could cease operations.

Solution

An investigation was done and bids were secured to attempt to repair the elevator that was taken out of service. The winning submitter, Otis Elevator, sent in technicians to take apart the hoist motor to more fully determine the

failed components. During this investigation it was determined that due to age and lack of modern replacement parts, the unit could not be repaired or returned to service.

We then asked for replacement options and pricing. Two firms responded – Otis and Port Elevator. From this, we developed a budget from which this submission was developed.

We will need to completely remove the existing 1930 Hoist mechanisms, lift cables and all associated hardware and control mechanisms. New code compliant drive motors and hoist assemblies will be installed as well as current code compliant safety mechanisms. A new controller will also be installed in order to comply with regulations and safety requirements.

Unique Challenge

Due to the way these elevators were installed, it is impossible to upgrade just one of the two cars. The control systems are integrated through a single interface that must be upgraded in order to be able to handle additional safety mechanisms now required on modern elevators. Once the controller is replaced and the inoperative car brought back into service, the other unit must then be upgraded to comply with code.

Need

The elevators are a necessary component of operations at the SCC as they represent the only way for equipment to be transported from floor to floor. More importantly, they are the only A.D.A. access for the public, guests and staff to access the other floors and A.D.A. equipped restrooms. There are no other options for individuals with special needs / challenges to access other floors for events or make use of the restrooms without these elevators.

History

Originally known as the Masonic Temple and Scottish Rite Cathedral, the building is a significant example of the work of world-renowned architect, Raymond Hood, one of the principal founders of the Art-Deco movement in the United States and designer of several important structures including the Chicago Tribune Building, the New York Daily News Building and Rockefeller Center. Containing approximately 180,000 square feet, the building houses two theaters, a grand ballroom, an art studio, several meeting rooms as well as the associated support spaces required for such an operation.

Over time, the Masonic Fraternity realized the need to utilize the facility in more non-traditional ways and a grass roots effort was launched to form a not-for-profit organization dedicated to both preserving the physical structure of the temple and providing an ongoing programming, cultural and arts source for the community.

Historic and Cultural Plan Compliance

This project is consistent with the Lackawanna County Comprehensive Plan in the HISTORIC AND CULTURAL RESOURCES Plan and the COMMUNITY FACILITIES PLAN.

Under the HISTORIC and CULTURAL RESOURCES PLAN, the SCC roof repair project provides options to preserve and rehabilitate the historic resources in existing communities in ways that are sympathetic to economic and other community concerns.

The project also falls under Lackawanna County's COMMUNITY FACILITIES PLAN that is Priority Areas are the places targeted for future residential, retail, and employment growth. It makes sense for community facilities to locate here, where concentrations of people are and where accessibility is good.

Public libraries, educational institutions, hospitals and other healthcare services, and emergency services such as police, fire companies, and ambulance corps should be focused on these locations. Each of the two-county area's 116 municipalities has traditionally been responsible for providing its citizens with basic public services and facilities; however, greater intergovernmental cooperation is needed so that services and facilities can be provided more efficiently and economically.

Economic and Community Impact

According to an economic impact study completed in 2016, states that the Scranton Cultural Center at the Masonic Temple is a major economic contributor for the region through revenue generated by SCC events.

During the year 2016, the SCC generated **\$5.9 million** in total economic impact that included visitor and crew spending to demonstrate the variety of impact. Multiple business sectors derive benefit through increased revenue as the money flows through the economy. The operations and programming of the SCC supports nearly **100 jobs**.

Regionally, \$6.3 million in economic impact is generated with **110 jobs** supported through the direct, indirect and induced efforts of the SCC. The dollars ripple through the economy influencing businesses and individuals in northeastern PA and the Commonwealth PA. At the state level, \$7.6 million generated and **140 jobs** were supported through the direct, indirect and induced efforts of the SCC.

In 2016, nearly **96,000** people passed through the doors of the Scranton Cultural Center for a variety of events and shows, which brought people together from Lackawanna County, NEPA and out of state.

Many of the attendees are from out of town and portions of them stay in hotels and eat other meals in the community. Some attendees from shows are also out of towners that stay and / or eat here, and many local attendees go out for dinner prior to or drinks and food after the show. All these scenarios comprise visitor spending. Very conservative estimates were used to create the model for spending on Lackawanna County hotel rooms, gasoline and food and the same holds true for the percentage of local and regional attendees spending additional money on food.

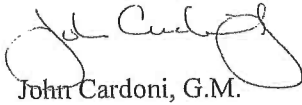
The SCC supports jobs in a variety of sectors that economically influences of the Center's own employment, indirect effects, which quantify the impacts of the Center's supply chains, and induced effects, which account for the larger economic ripple effect that is the result of the direct and indirect effects.

A reduction in events and programs will have a direct impact on the employees of the SCC as well of those segments indirectly benefiting would decrease tourism to Lackawanna County, and affect the economic boost garnered by area restaurants, businesses and hotels when major events come to town contributing to the economic health of this community. Numerous event planners, caterers, and equipment rental companies are also dependent upon SCC events.

Currently, the SCC has 11 salaried employees, 43 part-time workers, and 65+ union workers. The reduction in events and programs would decrease tourism to Lackawanna County, and affect the amount of patrons that dine and shop at area businesses. Numerous event planners, caterers, and equipment rental companies are also dependent upon SCC events.

The Scranton Cultural Center also opens its doors to welcome members of the community into the historic treasure to appreciate the arts and culture. The SCC collaborates on several projects every year with other non-profit entities including *The Rinaldi Foundation, Lackawanna County Library System, NEIU-19, Lackawanna Historical Society, the Lackawanna Heritage Valley Association, Meals on Wheels, Friends of the Poor, United Neighborhood Centers, Broadway Theatre League, Allied Services, and the Lackawanna County Office of Education and Culture*. It serves as the home to several hundred children attending summer and after-school arts and theater programs, home of Broadway Theatre League's national touring Broadway productions, regional, national dance shows, competitions, and a variety of local non-profit entities who use the Center as the draw to their charitable work fundraisers

Respectfully submitted,



John Cardoni, G.M.



2. Project Schedule and Timeline

420 North Washington Avenue
Scranton, PA 18503

Office: (570) 346.7369
Fax: (570) 346.7365

www.ScrantonCulturalCenter.org



SCRANTONCULTURALCENTER

at the Masonic Temple

LIFE CELEBRATED.

September 25, 2019

Scranton Cultural Center at the Masonic Temple

Emergency Elevator Replacement for A.D.A. Compliance and Public Safety and Access

Project Timeline

Date	Description	Status / Notes
July – September, 2019	Open existing machinery and determine repair / replace status	Complete
Current	Determination on inability to repair	Complete
September 2019	Secure inoperable elevator	Complete
September 2019	Secure funding commitment from Masonic Temple Association	Complete: 4 year pledge of \$25,000 / year to total \$125,000.00
September, 2019	Secure Board Resolution to apply for LSA funding	Complete
September, 2019	Secure SCC Board approval to proceed	Complete
Ongoing	Secure additional funding	Ongoing
October – November, 2019	Award contract	Pending
October – November, 2019	Pre-order site survey, order equipment, deposit due	Pending - 16 to 20 week lead time
April / May, 2020	Equipment arrival	Pending
April – June, 2020	Change out hoist 1, install new cabling, safety systems and controllers	Pending, 5 – 6 week time frame
June – August, 2020	Change out hoist 2, install new cabling, safety systems and controllers	Pending, 5 – 6 week time frame
August – September, 2020	Testing, commissioning, inspections	Pending, 3 weeks



3. Project Budget

Scranton cultural Center at the Masonic Temple
 Emergenc Elevator Replacement for A.D.A compliance and Public Access and Safety

Total \$ 295,000.00
 Less SCC \$ 155,000.00
LSA Ask \$ 140,000.00

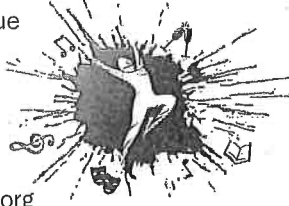
	SCC	LSA	Total
Equipment \$ 260,000.00	\$ 125,000.00	\$ 140,000.00	\$ 265,000.00
Contingency \$ 20,000.00	\$ 20,000.00		\$ 20,000.00
Audit \$ 3,000.00	\$ 3,000.00		\$ 3,000.00
Admin \$ 7,000.00	\$ 7,000.00		\$ 7,000.00
			\$ -
			\$ -

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Emergency Elevator Replacement for A.D.A. Compliance and Public Safety / Access

Costs

1. The budget has been developed from proposals submitted by Port Elevator Company as well as discussions with Otis Elevator and other professionals.
2. Overall elevator equipment costs and installation fees are from a quote from Port Elevator (attached).
3. Licenses, permits and inspection fees are included in the proposal.
4. City administration fee is based on 5% of the total grant award ask per previous LSA project documentation.

Funding

1. Masonic Temple Association Capital Pledge. The Masonic Temple and Scottish Rite Cathedral Association has pledged \$125,000.00 towards capital project work, in 5 annual payments of \$25,000.00, commencing with 2019.
2. The Scranton Cultural Center will use unencumbered cash reserves to bring this available fund total to approximately \$155,000.00.
3. We anticipate securing Professional Services through Highland Associates (not budgeted) and will pay for those services out of SCC operating funds.

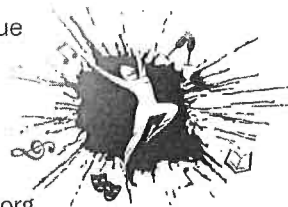


4. Bids/Quotes, Estimates

420 North Washington Avenue
Scranton, PA 18503

Office: (570) 346.7369
Fax: (570) 346.7365

www.ScrantonCulturalCenter.org



SCRANTON**CULTURAL**CENTER

at the Masonic Temple

L I F E . C E L E B R A T E D .

September 25, 2019

Mary-Pat Ward, Executive Director
City of Scranton OECD
City Hall
340 North Washington Avenue
Scranton, PA 18503

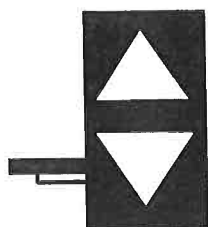
Dear Msry-Pat,

This letter is confirm that the Scranton Cultural Center at the Masonic Temple is aware of the requirement for any project funded through the LSA Monroe County / City of Scranton will comply with Pennsylvania Prevailing Wage regulations as well as follow all City of Scranton requirements for bidding the project.

Sincerely,

John Cardoni, G.M.

Cc: D. Peterson, J. Helman



PORT ELEVATOR INC.

941 NICHOLS PLACE, WILLIAMSPORT, PA 17701

PHONE (570) 320-0759 FAX (570) 326-9009 EMAIL - portelevator@gmail.com

PORT ELEVATOR MODERNIZATION PROPOSAL

Job Name: Scranton Cultural Center

Detailed specifications begin on pg. 5

8/16/2018

8/10/2018

Type:	Overhead Traction Modernization		Quantity:		2
Power Supply:	230 Volt 3 Phase		Capacity:		3000 lbs
Speed:	300 feet per minute		Travel:		Approx. 48' 0"
Stops:	5	Front Openings:	5	Rear Openings	0
Platform Size:	Existing		Clear Inside Cab:		Existing
Entrance Door Size:	Existing		Entrance Finish:		Existing
Controller:	New non-proprietary microprocessor based controller with solid state motor starting. New landing system.				
Cab	Existing				
Fixtures:	Use existing car panel, add hands-free ADA phone and fire service code required key functions.				
	Use #4 stainless steel hall fixtures with standard buttons, fire service at egress landing and hoistway access at top landing.				
Power Unit:	New Hollister Whitney hoist machine with rope gripper				
Additional Features:	New overspeed governor, new cables				

Price: Two Hundred Fifty Nine Thousand, Nine Hundred Dollars (\$259,900.00)

Quote is valid for 30 days.

Quotation Based on Prevailing Wages: No

Bonds Included in Quote: No

Lead times:

Current lead time for delivery of equipment is 16-20 weeks from receipt of purchase order. Installation time is approximately 5-6 weeks per elevator.

Warranty Maintenance:

During normal working hours (Mon-Fri 8AM-4PM) Port Elevator will provide warranty maintenance on the replaced equipment for each elevator in this proposal for a period of three (3) months. The warranty period will begin separately for each elevator as they are placed into operation by completion of the PA Labor and Industry inspection. Maintenance includes callbacks and repairs during normal working hours, but does not include any overtime work. If necessary, overtime will be billed at Port Elevator's normal rates.

Port Elevator Inc.

Matthew H. Plagens

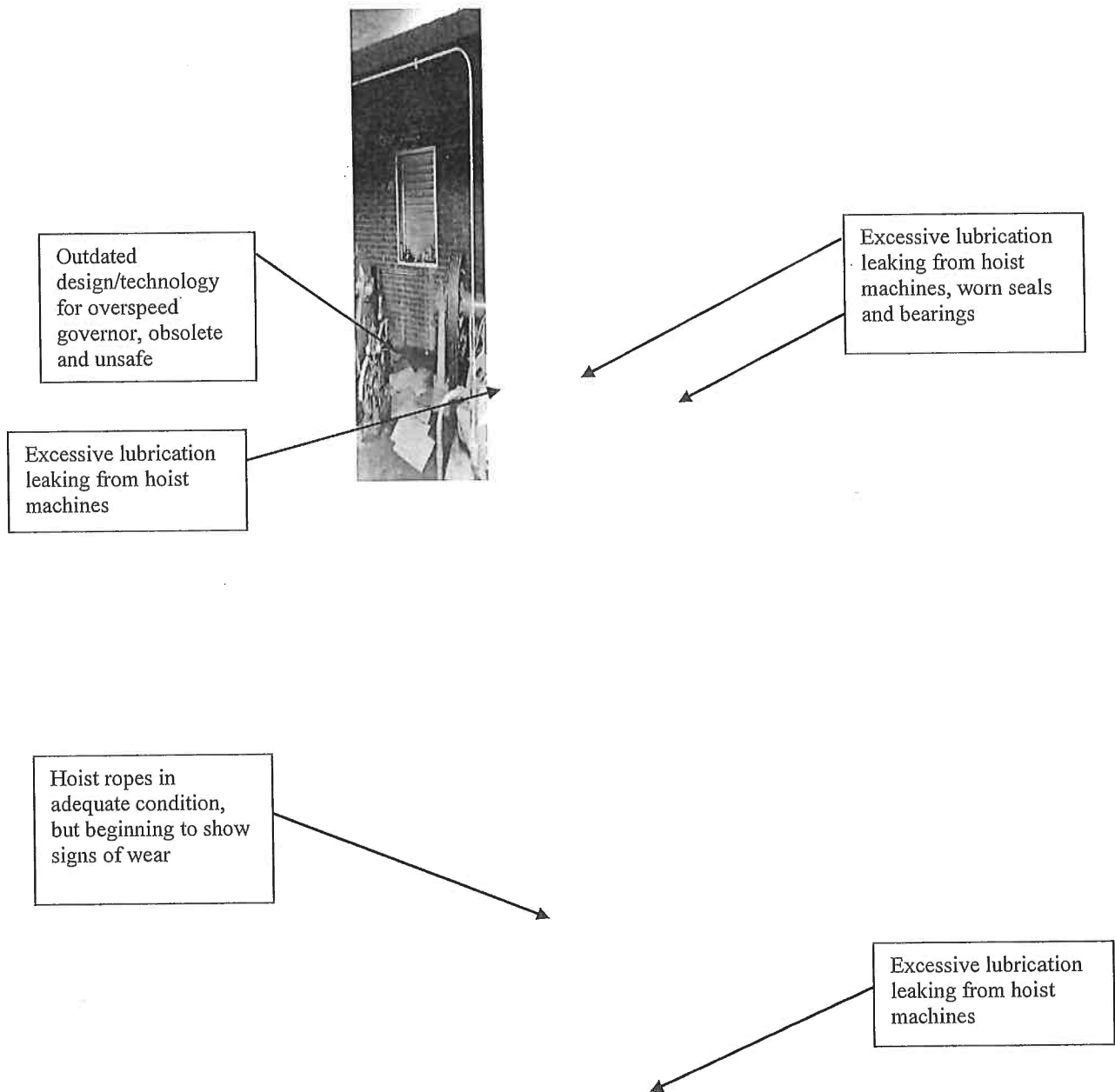
Matthew H. Plagens
Estimator/Project Manager
570-320-0759

Acceptance of proposal: _____

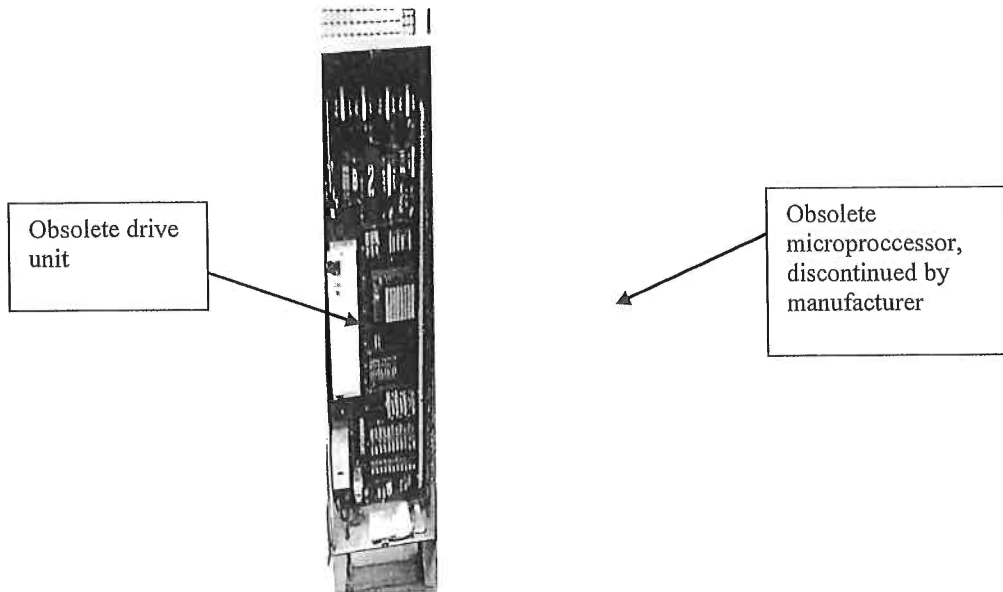
Print name Date

Return This Copy to Port Elevator

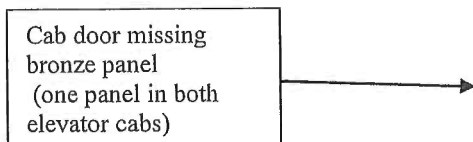
Elevator machines - replace due to reaching end of useful lifespan of equipment



Elevator controllers - replace due to obsolescence of equipment



Elevator cab doors - replace to match style/design of elevator



DIVISION 14 - CONVEYING SYSTEMS

SECTION 14245 - ELECTRIC ELEVATORS

PART 1, GENERAL

1.1 SECTION INCLUDES

- A. These specifications are intended to cover the replacement of components in a first-class workmanlike manner and to include all work and material in accordance with this specification. All work and material shall conform to the requirements of the American Standard Safety Code for Elevators, dumbwaiters, and escalators, the National Electric Code, The International Building Code and any local codes, which may govern the Requirements of installation.

1.2 REFERENCES

- A. The Americans with Disabilities Act. (ADA)
- B. ASME/ANSI A17.1 2002 Safety code for elevators and escalators.
- C. ASTM A 36 - Structural Steel
- D. ANSI/NFPA 70 National Electric Code
- E. ASTM A167 Stainless and Heat-resisting Chromium- nickel steel plate, sheet and strip
- F. ASTM B221 Aluminum and Aluminum, Alloy extruded bars rods wire, shapes, and tubes

1.3 SUBMITTALS

- A. Submit under provisions of Division 1.
- B. Product Data: Provide catalog cuts and data on the following items:
 - 1. Controller and motor drive including non-proprietary compliance.
 - 2. Machine, hoist motor, brake unit.
 - 3. Governor, car safeties, rope gripper and related assemblies.
- C. Shop Drawings: Indicate the following information:
 - 1. Driving machine, controller, selector, governor and other component locations.
 - 2. Machine and sheave beams, machine room layout

1.4 QUALITY ASSURANCE

- A. Perform work in accordance with ANSI/ASME A17.1, ADA, NFPA 70, and as supplemented in this section.
- B. Warranty Period: The elevator contractor shall repair or replace any defective components installed under this contract, not due to ordinary wear and tear or improper use, which may develop within one (1) year from date of completion of the equipment.
- C. Maintenance Period: The elevator installer shall furnish full maintenance for a period of three (3) months after completion of the installation.

1.5 QUALIFICATIONS

- A. Installer: Elevator Service Company specializing in performing the work of this section and approved by the elevator equipment manufacturer.
- B. Controller: The Company selected to modernize the elevator may not manufacture the microprocessor elevator controller. The controller manufacturer must also provide free technical support to any elevator service mechanic working on behalf of the owner for a period of not less than 5 years after final inspection.

1.6 REGULATORY REQUIREMENTS

- A. Conform to ANSI/ASME A17.1 2002 and ADA.
- B. ANSI/NFPA 70 for products requiring electrical connection.

1.7 FIELD MEASUREMENTS

- A. Field measure locations of specified equipment prior to ordering shop drawings.
- B. Verify that field measurements are as indicated on shop drawings prior to submitting to engineer.

1.8 SCHEDULING

- A. Coordinate work with Owner.

1.9 WORK BY OTHERS

- A. Preparatory work in conjunction with the elevator installation will be done by other contractors and will consist of the following:
- B. All electric power for light, tools, and hoists. During erection, if welding is necessary, then the elevator installer shall provide portable welders.
- C. Suitable machine room with legal access and ventilation and concrete floor. Temperature in the machine room is to be maintained between 60 and 100 degrees F. Relative humidity should not exceed 95% non-condensing. Ventilation to suit the elevator equipment's heat release factor.
- D. A 125 volt, 15 ampere capacity dedicated branch circuit, single phase power supply with SPST or circuit breaker for each elevator, per the National Electrical Code, with feeder wiring to each controller for car lights.
- E. Suitable light fixture and convenience outlets in machine room with light switches located within 18" of lock jamb side of machine room door. The receptacles shall have ground-fault circuit interrupter protection.
- F. A smoke detector system with wiring from the fire panel to the machine room for the elevator fire recall system. The elevator requires a set of NORMALLY OPEN contacts from the smoke detector at the designated fireman's egress landing and one set of NORMALLY OPEN contacts representing all other landing lobbies. Also one set of NORMALLY OPEN contacts must be provided representing the smoke detectors and heat detectors in the elevator machine room and hoistway.
- G. If sprinklers are installed in the hoistway, machine room, or machinery spaces, a means must be provided to automatically disconnect the mainline power supply of the affected elevator(s) prior to the application of water.

- H. A hands free type telephone instrument per ADAAG Emergency Communications requirement for use by those with disabilities for communication of signaling to an accessible point outside the hoistway or building to an approved 24-hour emergency service.
- I. Guarding and protecting the hoistway during construction. The protection of the hoistway shall include removable solid panel surrounding each hoistway opening at each floor, a minimum of 48" high. Hoistway guards to be erected, maintained, and removed by others.

1.10 MANUFACTURERS

- A. Design shall be based on a Hollister Whitney traction passenger elevator. This shall be used as the acceptable minimum standard for this section. Other manufacturers subject to compliance with requirements and prior approval by the professional. Manufacturers shall have a minimum of 5 years production of the type and character as specified.

1. Acceptable Installers:

- I. Port Elevator, Inc.- Williamsport, PA

- B. All installers subject to compliance with the requirements of the specifications. Other installers subject to preapproval before bidding by the professional.

1.11 NON-PROPRIETARY EQUIPMENT

- A. Equipment noted as "open source, non-proprietary" shall be obtained from independent manufacturers that specialize in that item and are not affiliated with the elevator installer.
- B. All equipment, controls, and materials provided shall be available on the open market to any qualified elevator contractor for purchase of repair or replacement parts.
- C. Equipment shall be of the type that allows replacement of extraneous components (such as door operating equipment) without requiring replacement of any other part of the system.
- D. Equipment shall be capable of being maintained by a journeyman elevator mechanic, requiring use of no special patented or copyrighted equipment.
- E. Decaying circuits or devices requiring "factory re-charging" are not acceptable.
- F. All programming data and wiring diagrams shall be furnished.
- G. Any/all diagnostic/setup/testing/maintenance devices required, as well as manuals describing their use, shall be provided to, and become the property of, the Owner.
- H. Any/all diagnostic devices shall be configured for an unlimited number of startups. Remote diagnostic monitoring as the only means of troubleshooting and/or repair is not acceptable.
- I. Controls manufactured by the installer, or a subsidiary of the installer, shall be considered proprietary and are not acceptable.

PART 2: PRODUCTS

2.1 OUTLINE OF EQUIPMENT

- A. Quantity: Two (2)
- B. Type: Geared Traction Passenger Class A
- C. Capacity: 3000 - pounds
- D. Speed: 300 - feet per minute
- E. Travel: approx. 48 feet
- F. Landings: 5 Stops
- G. Openings: 5 Front, 0 Rear
- H. Operation: Selective collective
- I. Platform size: (retain existing)
- J. Hoistway entrance:
 - 1. Size - (retain existing)
 - 2. Type - (retain existing) Single Speed Center Opening Automatic
- K. Power supply: 230 volts 3 phase 60 cycles
- L. Car Enclosure: (retain existing)
- M. Car Doors: (New)
 - 1. Bronze door finish

2.2 POWER UNIT (New)

- A. A Hollister Whitney geared machine, worm gear driven, DC disc brake, gearing with demountable traction sheave. Factory mounted AC motor specifically designed for variable frequency use, isolation pads and bedplate.

2.3 AUTOMATIC TWO-WAY LEVELING

- A. An automatic two-way leveling device shall be provided so that the car will approach landing stops at reduced speed from either direction of travel. The leveling device shall, within its zone, be entirely independent of the operating device and shall automatically stop and maintain the car approximately level with the landing, regardless of change in load.

2.4 CONTROL AND MOTOR DRIVE (New)

- A. The control system shall be closed loop feedback variable voltage type control system, which shall govern the starting, stopping and direction of travel of the elevator. The control shall use a solid-state motor drive power converter for each elevator, which shall apply variable voltage to the elevator motor. The closed loop feedback speed control regulator system shall vary the voltage applied to the elevator hoist motor, during acceleration and retardation periods, without interrupting the power to the hoist motor. On stopping, the hoist motor shall be slowed down to leveling speed

by regenerative or dynamic braking. Complete electric controlled stopping shall be made before the brake is set on the brake drum. The leveling system shall correct for over travel or under travel within $\frac{1}{4}$ " measured between car and landing door sill, where it is caused by changes in load on the platform after the car has made the initial stop. The initial stop shall be made without any re-leveling.

- B. The motor drive and its components shall be designed and rated specifically for elevator duty. The solid state control system shall incorporate factory determined and preset functions to precisely determine the speed of the elevator at any instant of travel in accordance with a predetermined acceleration and rate of acceleration factor.
- C. The elevator hoist motor current shall be electronically controlled. The current shall be monitored and shall be maintained at the adjusted level through a feedback loop.
- D. The hoist motor brake shall be electronically controlled by a separate phase controlled supply. The brake current shall be controlled by a current feedback loop to provide constant brake coil current. Resistance changes due to brake coil heating shall be compensated for without any additional external resistors and heat losses. Brake pickup current and brake holding current shall be independently adjustable.
- E. The control system shall be designed to automatically bring the car to a floor landing. The stop shall be smooth without any sudden brake application. The floor approach shall be without any hesitation or delay in time. Floor sensing devices shall correct for over travel and under travel and shall maintain the car within a maximum of $\frac{1}{4}$ " of the floor line, regardless of rated capacity, load or direction of travel.
- F. A positive means of determining the position of the elevator in the hoistway at all times shall be provided as a part of the elevator control system. Floor location for leveling shall be determined via magnetic strips affixed to a tape, or vanes, to define the floor-leveling zone.
- G. The control system shall include a microprocessor for processing, adjusting and diagnostics. The system shall provide comprehensive means to access the computer memory for elevator adjusting and diagnostic purposes and shall have permanent indicators to show elevator status as an integral part of the controller.
- H. The failure of any switch, contact, or relay to release in the intended manner, the failure of any static control devices, speed measuring circuit, or speed pattern generating circuit operate as intended, or the occurrence of a single accidental ground or short circuit shall not permit the car to operate.
- I. Status indicators shall be provided on the controller to indicate when the safety circuit is open, when the door locks are open, when the elevator is running at high speed, when the elevator is on independent service, when the elevator is on fireman's service, when the elevator out of service timer has elapsed, and when the elevator has failed to successfully complete its intended movement. A means shall also be provided for the displaying of other special or error conditions that are detected by the microprocessor.
- J. A test switch shall be provided on the controller, which shall allow independent operation of the elevator without door open functioning for purposes of adjustment or testing of the elevator. The elevator shall not respond to hall calls and shall not interfere with the other cars in the system.
- K. The control equipment shall have all control parameters stored permanently on erasable programmable read-only memory.
- L. The microprocessor shall be equipped with on-board diagnostics for troubleshooting and field programmability. The field changes shall be stored permanently using non-volatile memory.

- M. All controller printed circuit boards, discrete components, switches, and other items of control equipment shall be mounted on panels which shall be made of a moisture-resisting, noncombustible material which shall be securely mounted in a substantial, self supporting steel frame with fastenings suitable for panel demounting. A vibration absorbing mounting shall be provided for the steel frame, if necessary, to eliminate perceptible vibration.
- N. Electro-mechanical switches and relays shall be used where heavy current is supplied and/or on safety circuits required by the Elevator Codes.
- O. Switches shall be direct current type, magnet operated with contacts of design and material to insure maximum conductivity, long life and reliable operation without overheating or excessive wear, and provide a wiping action to prevent sticking due to fusion. Switches carrying highly inductive currents shall be provided with arc deflectors and suppressors.
- P. Identifying symbols or letters shall be permanently marked on or adjacent to each device on the controller and the marking shall be identical to marking on the wiring diagrams. The ampere rating shall be marked adjacent to all fuse holders.
- Q. All input-output devices shall be marked similarly to relays for easy reference to wiring diagrams.
- R. The main dispatch, the Fireman Recall floor and the Alternate Fireman Recall floor shall be determined prior to fabrication of the control equipment. The control shall be programmable to enable the dispatch and recall floors to be changed in the field.

2.5 CONTROLLER (New)

- A. A non-proprietary microprocessor-based controller shall be provided, including necessary starting switches together with all, relays, switches, and solid-state components required for operation. Microprocessor shall be "off the shelf" industrial type programmable controller utilizing ladder logic such as Allen Bradley, Square D, Omron, etc. Microprocessor shall have opto-isolated inputs and outputs. Shall be isolated with Dry Relay contacts. Controller shall have all diagnostic and trouble shooting readouts located directly on the unit. Controller shall have the ability to be replaced by a unit of different model or manufacturer without the necessity of replacing any other related items (door operators, selectors, buttons etc.). Installer shall supply a hard copy printout of all ladder logic programming as well as one additional set of programmed chipsets. Installer shall supply one laptop computer capable of displaying elevator position and current status in a graphic manner and allow control of elevator in the machine room. Computer shall store a history of hall calls, car calls wait times and time calls are executed in date and graph display.
- B. The momentary pressing on one or more car buttons shall send the car to the designated landings in the order in which the landings are reached by the car, irrespective of the sequence in which the buttons are pressed. During this operation the car shall answer calls from the landings, which are in the prevailing direction of travel and each call shall be canceled when answered. With the momentary pressing of a hall button above the car, the car shall start up and answer any up calls as they are reached by the car irrespective of the sequence in which the buttons are pressed. The car shall not stop at floors where down buttons only are pressed. Similarly, the car shall start down to answer calls below the car and shall not stop where up calls only are registered. When traveling up, the car shall reverse at the highest call and proceed to answer calls below it. Similarly, when traveling down, the car shall reverse at the lowest call and answer calls above it. Should both an up and down call be registered at an intermediate landing, only the call corresponding to the direction in which the car is traveling shall be canceled upon the stopping of the car at that landing.
- C. Duplex - selective collective operation programming

- 2.6 CAR FRAME AND PLATFORM (retain existing)
- 2.7 HOISTWAY ENTRANCES (retain existing)
- 2.8 HOISTWAY DOORS (retain existing)
- 2.9 MASTER DOOR OPERATOR (retain existing)
- 2.10 DOOR EDGE PROTECTIVE DEVICE (retain existing)
- 2.11 DOOR HANGERS AND TRACKS (retain existing)
- 2.12 EMERGENCY STOP SWITCH (retain existing)
- 2.13 CAR OPERATING PANEL (retain existing)
- 2.14 HALL FIXTURES (retain existing)
- 2.15 TERMINAL LIMIT SWITCHES (retain existing)
- 2.16 GUIDE RAILS (retain existing)
- 2.17 CAR GUIDE SHOES (New)
 - A. The top and bottom of the car frame shall be provided with a combination of roller type of adequate design to sustain the loads imposed.
- 2.18 CAR SAFETY (Retain existing)
- 2.19 SPEED GOVERNOR (New)
 - A. A car speed-governor conforming to the requirements of ANSI A17.1 Section 2.18 shall be provided to activate the car safety.
 - B. A traction steel governor rope shall be provided to meet Hollister Whitney Elevator Corporation's specifications. Governor rope shall be manufactured by Bethlehem Wire Rope.
- 2.20 SUSPENSION MEANS (New)
 - A. Traction steel hoist ropes shall be installed in the size, quantity, and grade specified by Hollister Whitney Elevator Corporation. Hoist ropes shall be manufactured and supplied by Bethlehem Wire Rope.
- 2.21 ROPE GRIPPER SAFETY (New)
 - A. A rope gripping safety device conforming to the requirements of ANSI, A17.1 Section 2.19 shall be provided to activate the rope safety. A Hollister Whitney "Rope Gripper" shall be installed.
- 2.22 ELECTRICAL (retain existing)
 - A. All hoistway control wiring, traveling cables, cab wiring and machine room control wiring shall be new insulated copper wiring. Wiring shall bear the UL label and be installed in accordance of the National Electric Code. Each traveling cable shall include 10% spare wires and a minimum of 2 pairs of twisted shielded wires for phone and building security and one coax cable. Phone wires shall be clearly labeled in machine room and terminate in car panel phone box. All wiring shall be run in metal conduit, metallic tubing or wire ducts.

2.23 PAINTING AND CLEANING

- A. The elevator hoistway, pit and machine room shall be thoroughly cleaned at the conclusion of the project and prior to acceptance. The elevator machine room floor shall be painted with two coats of gray deck enamel. All machine room elevator equipment, existing and new shall be painted with two coats of rust inhibiting enamel paint. Pit floor shall be painted gray and buffers painted.

PART 3: EXECUTION

3.1 INSPECTION

- A. Prior to commencing elevator installation, Installer shall inspect hoistway, openings, pits and machine room, as constructed, shall verify all critical dimensions, and examine supporting structure and all conditions under which elevator work is to be installed.

3.2 COORDINATION

- A. Coordinate elevator work with work of other trades, for proper time sequence to avoid construction delays.

3.3 ALIGNMENT

- A. Coordinate installation of hoistway entrances with installation of elevator guide rails, for accurate alignment of entrances with car. Where possible, delay final adjustment of sills and doors until car is operable in shaft.

3.4 LEVELING TOLERANCE

- A. Within 1/2" up or down, regardless of load in car.

3.5 ACCEPTANCE TESTING

- A. Perform acceptance tests as requires by State Elevator Code and governing regulations or agencies. Provide owner with approved State operating permit.

END OF SECTION 14245



5. City Planning Support Letter

**BUREAU OF CITY PLANNING**

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

September 27, 2019

Scranton Cultural Center at the Masonic Temple
Attention: Deb Peterson
420 North Washington Avenue
Scranton, PA, 18503

Re: Scranton Cultural Center Emergency Elevator Repairs
Local Share Grant

Please accept this letter as evidence of support for your Local Share Grant funds application for funding to undertake emergency repair of the 1930's Otis elevators. The Scranton Cultural Center serves as a valuable and needed venue and the centerpiece for cultural activities in Northeast Pennsylvania. The proposed renovations will greatly assist in meeting your mission by providing access to all patrons and most especially meeting all ADA requirements for public facilities.

We have determined that your project is consistent with our comprehensive plan and specifically the stated goal of rehabilitating the Scranton Cultural Center to serve as the major cultural center for Northeast Pennsylvania. Further after a review of the project activities we have found that the project would be consistent with our zoning and planning requirements.

Good luck with your application. If you have any further needs or questions please do not hesitate to contact me at 570-348-4280 or dking@scrantonpa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "D. King", with a large, stylized loop at the end.

Donald J. King, AICP, CFM
City Planner



6. Mayor and Community Support Letters



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

September 27, 2019

Deborah Peterson
Scranton Cultural Center
420 North Washington Avenue
Scranton, PA 18503

RE: LSA Grant Application (Monroe County) – Scranton Cultural Center
Elevator Replacement for A.D.A Compliance and Public Safety Access

Dear Ms. Peterson:

It is my pleasure to offer the support of the City of Scranton for the Scranton Cultural Center Elevator Replacement for A.D.A Compliance and Public Safety Access Project. The City is committed to expanding services that meet the needs of our community through public interest, community improvement, economic development, and roadway improvement projects.

The proposed project plan to replace the irreparable hoist and control mechanisms of the two (2) 1930 Otis Elevators certainly supports and enhances community and economic well-being which is the very purpose of the LSA Grant.

The Scranton Cultural Center's programming that supports our local arts community meets a public need for the City of Scranton and beyond. The City's Administration is in full support of this project and looks forward to working with you.

"Every day is our chance to make the City a little better."

Sincerely,

Wayne E. Evans
Mayor



Bringing You Broadway's Best

345 N. Washington Ave. • Scranton, PA 18503

(P): 570.342.7784 • (Fax): 570.342.7782

e-mail: info@broadwayscranton.com

www.broadwayinscranton.com

September 19, 2019

Deborah Peterson
Scranton Cultural Center at the Masonic Temple
420 N. Washington Avenue
Scranton, PA 18503

RE: Elevator Grant Proposal

Dear Ms. Peterson:

We feel lucky to have the Scranton Cultural Center at the Masonic Temple, a national, historic architectural treasure, which has been continuously open to the community since 1930. The facility serves as a regional hub for arts, culture and entertainment. On a personal note, Broadway Theatre League of NEPA has been presenting touring Broadway shows in your venue continuously since 1959. Therefore, we wholeheartedly support the Scranton Cultural Center at the Masonic Temple's (SCC) application requesting \$140,000.00 of a \$280,000.00 project in which the Scranton Cultural Center has committed the other \$140,000.00 for emergency repairs of the 1930's Otis elevator system.

This project is very important to our organization's ability to utilize your venue, and addresses a major critical deficiency of the facility which can affect health and safety of their patrons. The two 1930s era passenger elevators are the only means of access for handicapped individuals to reach other floors of the facility, as well as the ADA accessible restroom. Individuals with special needs cannot access other floors for events or make use of the restrooms without working elevators. Also, moving equipment from floor to floor directly impacts our ability to load in and load out the touring shows that we present.

Our patrons utilize the elevators during the presentation of our shows; as well as to transport our patrons to the upper floors when Broadway Theatre League and/or some of our patrons schedule pre and post show events, such as cast parties, dinners and education programs. Elevator service is critical to our use of the facility in the manner we have for 60 years.

We also wish to note the economic impact study completed in 2016, confirming that the SCC is a major economic contributor for the region through revenue generated by SCC events as well as our Broadway events presented at the venue. The SCC has 11 salaried employees, 43 part-time workers, and 65+ union workers. A reduction in events and programs would decrease tourism to Lackawanna County, and affect the economic boost garnered by area restaurants, businesses and hotels when major events come to town. Many event planners, caterers, and equipment rental companies are dependent upon SCC events. Without functioning elevators, the entire business model of the facility ceases.

Additionally, the SCC opens its doors to welcome members of the community to appreciate arts and culture. The SCC collaborates on several projects every year with other non-profit organizations to host their fundraisers and recognition events. We fully support your request for funding this project which will ensure the preservation of this national site to be enjoyed by future generations.

Sincerely yours,

Frank T. Blasi, Broadway Theatre League of NEPA



Lackawanna County

COUNTY COMMISSIONERS
Patrick M. O'Malley • Jerry Notarianni
Laureen A. Cummings

Maureen McGuigan
Deputy Director
Department Arts and Culture
300 Cliff Street
Scranton, PA 18503
Office 570.963.6590, ext. 102
mcguiganm@lackawannacounty.org
www.LackawannaCounty.org

September 25, 2019

Dear Ms. Peterson:

I am happy to write this letter of support for the request for Local Share Account (LSA) matching grant in the amount of \$140,000.00 of a \$280,000.00 project for emergency repairs of the 1930's Otis elevator system in the Scranton Cultural Center at the Masonic Temple.

The Scranton Culture Center is a regional hub of arts and culture and is supported through the Lackawanna County Arts and Culture Department. It provides a wealth of diverse and high quality programming not only for our residents but for cultural tourists visiting the Scranton Area.

The building is an irreplaceable treasure built by esteemed architect Raymond Hood who was also one of the architects instrumental in designing the world renowned Rockefeller Center in New York. The lack of functioning elevators hinders the ability of the Center to continue their success in economic and community development, and would take away from the quality of life and economic prosperity of the county.

I sincerely hope you will consider awarding an LSA grant for this important project.

Sincerely,

Maureen McGuigan
Deputy Director of Arts and Culture
Lackawanna County



Patrick M. O'Malley • Jerry Notarianni • Laureen A. Cummings | www.LackawannaCounty.org



We can be **independent** when we do it **together**.

September 25, 2019

Deborah M. Peterson
Executive Director
Scranton Cultural Center at the Masonic Temple
420 N. Washington Avenue
Scranton, PA 18503

Dear Deb:

I am taking this opportunity to express the Center for Independent Living's support for the Scranton Cultural Center's application to LSA for emergency repairs its elevator.

Northeast Pennsylvania is fortunate to have such a historic, multifaceted facility that offers a diverse range of events to the public. As a lifelong wheelchair user and an advocate for people with disabilities, I would certainly enjoy the ability to access each level of the Center that is currently available to the public. An operable elevator would have dual benefits. It would assure compliance with the Americans with Disabilities Act of 1990, and it would enable the SCC to market its activities to an often overlooked segment of our population.

Best wishes for a successful application.

Sincerely,

Keith Williams
Advocacy & Outreach Coordinator



FRIENDS OF THE POOR

A ministry sponsored by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary

September 24, 2019

Deborah M. Peterson
Executive Director
Scranton Cultural Center at the Masonic Temple
420 North Washington Avenue
Scranton, PA 18503

Dear Ms. Peterson,

The Scranton Cultural Center at the Masonic Temple (SCC) is a national, historic architectural treasure located in the heart of the historic district of Scranton, Pennsylvania. It has been continuously in operation and available to the community since 1930. The facility serves as a regional hub for arts, culture and entertainment. *Friends of the Poor* supports the Scranton Cultural Center at the Masonic Temple's application requesting \$140,000.00 of a \$280,000.00 project in which the Scranton Cultural Center has committed the other \$140,000.00 for emergency repairs of the 1930's Otis elevator system.

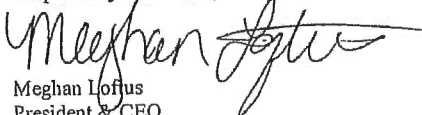
The project addresses a major critical deficiency of the facility which can affect the health and safety of their patrons. The two 1930's era passenger elevators are the only means of access for handicapped individuals to reach other floors of the facility as well as the ADA accessible restroom, allowing no ability for individuals with special needs/ challenges to access other floors for events or make use of the restrooms without elevators in working order. Also, moving equipment from floor to floor impacts the ability to function effectively.

An economic impact study completed in 2016, states that the SCC is a major economic contributor for the region through revenue generated by SCC events. Numerous event planners, caterers, and equipment rental companies are also dependent upon SCC events. Without functioning elevators, the entire business model of the facility ceases. A reduction in events would decrease tourism to Lackawanna County, thus negatively affecting the economic health of this community.

Additionally, the Scranton Cultural Center opens its door to welcome member of the community to appreciate arts and culture. The SCC collaborates on several projects every year with other non-profit organizations to host their events. This includes *Friends of the Poor's* two largest community events: The Thanksgiving Dinner and *Family to Family Food Basket Program*. In the course of 48 hours, over 15,000 individuals are fed either a hot Thanksgiving meal or given the ingredients to make their own dinner for their families. The SCC graciously allows *Friends of the Poor* to use their space for these events, as well as several days of preparation leading up to the event. The elevators in the building are of the utmost importance, as we have clients taking them to the second floor to eat their Thanksgiving meal and countless volunteers taking them to serve those who come to us hungry.

Thank you for your consideration of this request.

Respectfully submitted,


Meghan Loftus
President & CEO
Friends of the Poor

Meghan E. Loftus
President and CEO

Sister Adrian Barrett, IHM
Founder of Friends of the Poor

Mary Lou Burne
Honorary Director

Board of Directors

Edwin A. Abrahamsen, Jr., Esq.
Chair of the Board

Linda Robeson
Vice Chair of the Board

David DiPipi
Secretary of the Board

Louis P. Ingargiola
Treasurer of the Board

Harris Cutler
Sister Nancy DeCesare, IHM
Toni Ann DiVizio
Sister Mary Kathleen Falisite, IHM
Bonnie F. Haluska, RN, CRRN.
Dale M. McCloe
Todd Pousley
Sister Mariette Quinn, IHM
Brian Williams

Mailing Address: 2300 Adams Avenue, Scranton, Pennsylvania 18509

Website: www.fotp-ihm.org **Email:** friendsofthepoor@fotp-ihm.org

Phone: 570.340.6086 **FAX:** 570.207.1516



Lackawanna County

COUNTY COMMISSIONERS
Patrick M. O'Malley • Jerry Notarianni
Laureen A. Cummings

Jerry Notarianni
Commissioner

Lackawanna County Government Center
123 Wyoming Avenue, Sixth Floor
Scranton, Pennsylvania 18503
t (570) 963-6800 f (570) 963-6812
www.LackawannaCounty.org

Investing in Our Future

September 20, 2019

Ms. Peterson
Executive Director
Scranton Cultural Center at the Masonic Temple
420 North Washington Ave.
Scranton, PA 18503

Dear Ms. Peterson

The Scranton Cultural Center at the Masonic Temple is a national, historic architectural treasure located in the heart of the historic district of Scranton, Pennsylvania. It has been continuously in operation and available to the community since 1930. The facility serves as a regional hub for arts, culture and entertainment. I Lackawanna County Commissioner Jerry Notarianni, supports the Scranton Cultural Center at the Masonic Temple's (SCC) application requesting \$140,000.00 of a \$280,000.00 project in which the Scranton Cultural Center has committed the other \$140,000.00 for emergency repairs of the original 1930 Otis elevator system

The project addresses a major critical deficiency of the facility which can affect health and safety of their patrons. The two 1930s era passenger elevators are the only means of access for handicapped individuals to reach other floors of the facility, as well as the ADA accessible restroom, allowing no ability for individuals with special needs / challenges to access other floors for events or make use of the restrooms without elevators in working order. Also, moving equipment from floor to floor impacts the ability to function effectively.

According to an economic impact study completed in 2016, states that the SCC is a major economic contributor for the region through revenue generated by SCC events. The SCC has 11 salaried employees, 43 part-time workers, and 65+ union workers. A reduction in events and programs would decrease tourism to Lackawanna County, and affect the economic boost garnered by area restaurants, businesses and hotels when major events come to town contributing to the economic health of this community. Numerous event planners, caterers, and equipment rental companies are also dependent upon SCC events. Without functioning elevators, the entire business model of the facility ceases.

Additionally, the Scranton Cultural Center opens its doors to welcome members of the community to appreciate arts and culture. The SCC collaborates on several projects every year with other non-profit organizations to host their fundraisers and recognition events.

Thank you for your consideration of this request for funding this project which will ensure the preservation of this national site to be enjoyed by future generations.

Sincerely Yours,

Jerry Notarianni
Lackawanna County Commissioner



7. Legislation

Resolution

Please Note: Upon approval by Scranton City Council, legislation will be submitted regarding this application.

RESOLUTION
Scranton Cultural Center at the Masonic Temple
Board of Directors
Application for DCED Local Share Grant

1 WHEREAS, the primary purpose of the organization is to restore and preserve the Masonic
2 Temple and Scottish Rite Cathedral of Scranton, to provide a center for civic and community
3 functions and to provide a center for the advancement of the arts and culture in Northeastern
4 Pennsylvania.

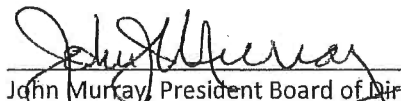
5
6 WHEREAS, through review by two firms specializing in elevator maintenance and repair, the
7 facility committee has recommended that the two 1930s era Otis elevators are near the end of
8 their serviceable life and that one has had failure enough to be taken out of regular service.

9
10 WHEREAS; should the repairs and replacement of the elevator hoist mechanisms and controls
11 not be completed, one or more of the components could fail at any moment rendering the
12 elevators completely unusable. And, in such case, render the facility inaccessible to patrons with
13 disabilities requiring the use of an elevator. Furthermore, patrons who cannot climb multiple
14 flights of stairs would be unable to attend and enjoy programming and events scheduled for
15 upper floors.

16
17 WHEREAS, continued deterioration would likely result in the closing off of progressively more
18 areas of the building, which would limit the programming capabilities of the Scranton Cultural
19 Center and result in cutbacks - lessening the economic impact (staff and patrons) and cultural
20 impact and influence on the region, as well as the financial viability of the building.

21
22 WHEREAS, the repair cycle would both ensure future economic impact and growth and allow the
23 continued fulfillment of our nonprofit mission.

24
25 THEREFORE, BE IT RESOLVED, the Board of Directors of the Scranton Cultural Center at the
26 Masonic Temple encourages and authorizes the staff to submit application for grant funding
27 from the DCED Local Share Grant program to fund the project costs associated with: procuring
28 and installing new elevator mechanics and control systems and repairing those systems which
29 may be repaired according to the project scope developed recommended and authorized by the
30 facility committee



John Murray, President Board of Directors
Scranton Cultural Center at the Masonic Temple

Date: 9/17/2019



8. Funding Commitment Letter

420 North Washington Avenue
Scranton, PA 18503

Office: (570) 346.7369
Fax: (570) 346.7365

www.ScrantonCulturalCenter.org



SCRANTONCULTURALCENTER
at the Masonic Temple
LIFE CELEBRATED.

September 25, 2019

Scranton Cultural Center at the Masonic Temple

Emergency Elevator Replacement for A.D.A. Compliance and Public Safety / Access

Costs

1. The budget has been developed from proposals submitted by Port Elevator Company as well as discussions with Otis Elevator and other professionals.
2. Overall elevator equipment costs and installation fees are from a quote from Port Elevator (attached).
3. Licenses, permits and inspection fees are included in the proposal.
4. City administration fee is based on 5% of the total grant award ask per previous LSA project documentation.

Funding

1. Masonic Temple Association Capital Pledge. The Masonic Temple and Scottish Rite Cathedral Association has pledged \$125,000.00 towards capital project work, in 5 annual payments of \$25,000.00, commencing with 2019.
2. The Scranton Cultural Center will use unencumbered cash reserves to bring this available fund total to approximately \$155,000.00.
3. We anticipate securing Professional Services through Highland Associates (not budgeted) and will pay for those services out of SCC operating funds.



9. Applicant Financials

Forms 990 / 990-EZ Return SummaryFor calendar year 2017, or tax year beginning **07/01/17**, and ending **06/30/18****The Scranton Cultural Center at the**--***7840
Masonic Temple****Net Asset / Fund Balance at Beginning of Year** **2,239,248****Revenue**

Contributions	<u>687,660</u>
Program service revenue	<u>1,498,187</u>
Investment income	<u>560</u>
Capital gain / loss	<u> </u>
Fundraising / Gaming:	
Gross revenue	<u> </u>
Direct expenses	<u> </u>
Net income	<u> </u>
Other income	<u>0</u>
Total revenue	<u>2,186,407</u>

Expenses

Program services	<u>1,245,232</u>
Management and general	<u>527,179</u>
Fundraising	<u>321,290</u>
Total expenses	<u>2,093,701</u>

Excess / (deficit)**92,706****Changes****Net Asset / Fund Balance at End of Year****2,331,954****Reconciliation of Revenue**

Total revenue per financial statements	<u>2,186,407</u>
Less:	
Unrealized gains	<u> </u>
Donated services	<u> </u>
Recoveries	<u> </u>
Other	<u> </u>
Plus:	
Investment expenses	<u> </u>
Other	<u> </u>
Total revenue per return	<u><u>2,186,407</u></u>

Reconciliation of Expenses

Total expenses per financial statements	<u>2,093,701</u>
Less:	
Donated services	<u> </u>
Prior year adjustments	<u> </u>
Losses	<u> </u>
Other	<u> </u>
Plus:	
Investment expenses	<u> </u>
Other	<u> </u>
Total expenses per return	<u><u>2,093,701</u></u>

Balance Sheet

	Beginning	Ending	Differences
Assets	<u>3,279,358</u>	<u>3,494,147</u>	
Liabilities	<u>1,040,110</u>	<u>1,162,193</u>	
Net assets	<u><u>2,239,248</u></u>	<u><u>2,331,954</u></u>	<u><u>92,706</u></u>

Miscellaneous Information

Amended return _____
 Return / extended due date **05/15/19**
 Failure to file penalty _____

Form **8879-EO**

**IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

For calendar year 2017, or fiscal year beginning 7/01, 2017, and ending 6/30, 20 18.

2017

Department of the Treasury
Internal Revenue Service
Name of exempt organization

**The Scranton Cultural Center at the
Masonic Temple**

▶ Do not send to the IRS. Keep for your records.
▶ Go to www.irs.gov/Form8879EO for the latest information.

Employer identification number
****-***7840**

Name and title of officer
**Deborah Moran Peterson
Executive Director**

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b <u>2,186,407</u>
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b _____
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance Due (Form 8868, line 3c)	5b _____

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2017 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize The McHale Group, LLC to enter my PIN 12345 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2017 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2017 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Date ▶ 11/15/18

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2017 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ Michael F. McHale

Date ▶ 11/15/18

ERO Must Retain This Form — See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2017)

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2017 calendar year, or tax year beginning **07/01/17**, and ending **06/30/18**

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization **The Scranton Cultural Center at the Masonic Temple**
Doing business as
Number and street (or P.O. box if mail is not delivered to street address) Room/suite
420 North Washington Ave.
City or town, state or province, country, and ZIP or foreign postal code
Scranton PA 18503

D Employer identification number

****--***7840**

E Telephone number
570-346-7369

G Gross receipts \$ **2,186,407**

F Name and address of principal officer:

Deborah Moran Peterson
420 North Washington Ave.
Scranton PA 18503

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: **www.scrantonculturalcenter.org**

H(c) Group exemption number

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: **1947**

M State of legal domicile: **PA**

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: Organized to promote the cultural, recreational, educational, artistic and literacy needs of the residents of Northeastern Pennsylvania.		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	18
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	0
	5	Total number of individuals employed in calendar year 2017 (Part V, line 2a)	5	152
	6	Total number of volunteers (estimate if necessary)	6	152
Revenue	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	7b	Net unrelated business taxable income from Form 990-T, line 34	7b	0
	8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9	Program service revenue (Part VIII, line 2g)	554,166	687,660
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	1,617,992	1,498,187
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	320	560
Expenses	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,172,478	2,186,407
	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0
	14	Benefits paid to or for members (Part IX, column (A), line 4)		0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,099,660	1,129,545
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		0
	16b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 321,290		
Net Assets or Fund Balances	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	896,645	964,156
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1,996,305	2,093,701
	19	Revenue less expenses. Subtract line 18 from line 12	176,173	92,706
	20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21	Total liabilities (Part X, line 26)	3,279,358	3,494,147
	22	Net assets or fund balances. Subtract line 21 from line 20	1,040,110	1,162,193

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	Deborah Moran Peterson Type or print name and title	Executive Director
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature
	Michael F. McHale	Michael F. McHale
	Firm's name	Firm's EIN
	The McHale Group, LLC	
	Firm's address	Phone no.
	1701 Clay Ave Dunmore, PA 18509-2107	570-209-7621

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.
DAA

Form **990** (2017)

Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III ☒

1 Briefly describe the organization's mission:

See Schedule O

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **616,568** including grants of \$) (Revenue \$ **787,811**)
Present and promote our historic theatre and performance spaces as a premier performing arts, arts education and arts entertainment center.

4b (Code:) (Expenses \$ **628,664** including grants of \$) (Revenue \$ **572,091**)
Restore, preserve and promote our crown jewel as a regional center and event space for community events, groups and activities.

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **1,245,232**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
20b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
24b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
24c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
24d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
25b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
28a a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
28b b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
28c c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
35b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V **Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V ☐

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	15	
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	3	
1c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	152	
2b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
3b	If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
4b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
5b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
5c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	X	
6b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	X	
7	Organizations that may receive deductible contributions under section 170(c).		
7a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
7b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
7c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
7d	If "Yes," indicate the number of Forms 8282 filed during the year		
7e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
7f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
7g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		X
7h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		X
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9a	Sponsoring organizations maintaining donor advised funds. Did the sponsoring organization make any taxable distributions under section 4966?		
9b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter:		
10a	Initiation fees and capital contributions included on Part VIII, line 12		
10b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
11	Section 501(c)(12) organizations. Enter:		
11a	Gross income from members or shareholders		
11b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
12b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
13a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.		
13b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
13c	Enter the amount of reserves on hand		
14a	Did the organization receive any payments for indoor tanning services during the tax year?		X
14b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

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Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI ☒ **X**

Section A. Governing Body and Management

	1a	18	1b	0	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.						
b Enter the number of voting members included in line 1a, above, who are independent						
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?						X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?						X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?						X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?						X
6 Did the organization have members or stockholders?						X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?						X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?						X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:						
a The governing body?					X	
b Each committee with authority to act on behalf of the governing body?					X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O						X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?		X
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13 Did the organization have a written whistleblower policy?	X	
14 Did the organization have a written document retention and destruction policy?		X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **PA**

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☒ Own website ☒ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records: **Scranton Cultural Center**
420 North Washington Ave.
Scranton PA 18503 570-346-7369

Form 990 (2017) **The Scranton Cultural Center at the**--***7840**Page **7****Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Dr. Timothy Welby	0.00									
President Emeritus	0.00	X		X				0	0	0
(2) Daniel Santaniello	0.00									
President	0.00	X		X				0	0	0
(3) Robert Ufberg, Esq.	0.00									
1st Vice President	0.00	X		X				0	0	0
(4) William Bender II	0.00									
Director	0.00	X						0	0	0
(5) Nada Gilmartin	0.00									
Secretary	0.00	X		X				0	0	0
(6) Steven J. Sherman	0.00									
Executive Board	0.00	X						0	0	0
(7) Charles DeNaples	0.00									
Executive Board	0.00	X						0	0	0
(8) Anne Falzett	0.00									
Executive Board	0.00	X						0	0	0
(9) Margaret Martinelli	0.00									
Director	0.00	X						0	0	0
(10) Albert J. Hazzouri, DDS	0.00									
Director	0.00	X						0	0	0
(11) Tim McMullen	0.00									
Treasurer	0.00	X						0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(12) Michael Kleha	0.00								
Director	0.00	X					0	0	0
(13) Robert Luciani	0.00								
Executive Board	0.00	X					0	0	0
(14) John Murray	0.00								
2nd Vice President	0.00	X		X			0	0	0
(15) Elaine Shepard	0.00								
Executive Board	0.00	X					0	0	0
(16) Paul Wendolowski	0.00								
Executive Board	0.00	X					0	0	0
(17) Donald J. Rinaldi	0.00								
Director	0.00	X					0	0	0
(18) Tom Tulaney, II	0.00								
Director	0.00	X					0	0	0
(19) Deborah Moran Peterson	0.00								
Executive Director	0.00			X			0	0	0
1b Sub-total									
c Total from continuation sheets to Part VII, Section A									
d Total (add lines 1b and 1c)									

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

- 3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual
- 4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual
- 5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person

	Yes	No
3		X
4		X
5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Part VIII

Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e	591,371			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	96,289			
	g Noncash contributions included in lines 1a-1f: \$					
	h Total. Add lines 1a-1f		687,660			
Program Service Revenue	2a Event Receipts	Busn. Code 711300	1,084,959	1,084,959		
	b Facility Rental	711300	269,514	269,514		
	c Education	711300	60,773	60,773		
	d Facility fees	711300	57,061	57,061		
	e Programming	711300	25,880	25,880		
	f All other program service revenue					
	g Total. Add lines 2a-2f		1,498,187			
	Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		560	560	
4 Income from investment of tax-exempt bond proceeds						
5 Royalties						
6a Gross rents		(i) Real (ii) Personal				
b Less: rental exps.						
c Rental inc. or (loss)						
d Net rental income or (loss)						
7a Gross amount from sales of assets other than inventory		(i) Securities (ii) Other				
b Less: cost or other basis & sales exps.						
c Gain or (loss)						
d Net gain or (loss)						
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18		a				
b Less: direct expenses		b				
c Net income or (loss) from fundraising events						
9a Gross income from gaming activities. See Part IV, line 19		a				
b Less: direct expenses	b					
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	a					
b Less: cost of goods sold	b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue			Busn. Code			
11a						
b						
c						
d All other revenue						
e Total. Add lines 11a-11d						
12 Total revenue. See instructions.			2,186,407	1,498,747	0	0

Form 990 (2017) **The Scranton Cultural Center at the**-***7840**Page **10****Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	287,983	287,983		
7 Other salaries and wages	642,265	224,792	244,061	173,412
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	91,461	32,013	34,754	24,694
10 Payroll taxes	107,836	37,743	40,978	29,115
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	4,381	4,381		
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	93,802	85,735		8,067
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	24,969		24,969	
20 Interest				
21 Payments to affiliates	228,911	228,911		
22 Depreciation, depletion, and amortization	54,123	18,946	20,567	14,610
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Utilities	157,016	54,955	59,666	42,395
b Event Expenses	104,226	104,226		
c Programming / Artists Fee	63,496	63,496		
d Professional fees	56,100	19,634	21,318	15,148
e All other expenses	177,132	82,417	80,866	13,849
25 Total functional expenses. Add lines 1 through 24e	2,093,701	1,245,232	527,179	321,290
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing	514,543	1	660,637
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	90,094	4	191,622
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	22,050	8	14,409
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 5,686,871		
	b Less: accumulated depreciation	10b 3,059,392	2,652,671	10c 2,627,479
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)	3,279,358	16	3,494,147	
Liabilities	17 Accounts payable and accrued expenses	185,509	17	315,990
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties	639,325	24	579,233
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	215,276	25	266,970
	26 Total liabilities. Add lines 17 through 25	1,040,110	26	1,162,193
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	1,976,092	27	2,319,298
	28 Temporarily restricted net assets	12,656	28	12,656
	29 Permanently restricted net assets	250,500	29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	33 Total net assets or fund balances	2,239,248	33	2,331,954
	34 Total liabilities and net assets/fund balances	3,279,358	34	3,494,147

Form 990 (2017) **The Scranton Cultural Center at the**--***7840**Page **12****Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	2,186,407
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,093,701
3	Revenue less expenses. Subtract line 2 from line 1	3	92,706
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	2,239,248
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	2,331,954

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

Form **990** (2017)

SCHEDULE A
(Form 990 or 990-EZ)**Public Charity Status and Public Support**

OMB No. 1545-0047

2017Open to Public
InspectionDepartment of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization

**The Scranton Cultural Center at the
Masonic Temple**

Employer identification number

****-***7840****Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 ☐ A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 ☐ A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state:
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 ☐ A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 ☐ An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2017

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	914,509	790,153	439,406	554,166	687,660	3,385,894
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	914,509	790,153	439,406	554,166	687,660	3,385,894
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						3,385,894

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
7 Amounts from line 4	914,509	790,153	439,406	554,166	687,660	3,385,894
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	414	80			560	1,054
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						3,386,948
12 Gross receipts from related activities, etc. (see instructions)					12	1,498,747
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f))	14	99.97 %
15 Public support percentage from 2016 Schedule A, Part II, line 14	15	99.96 %
16a 33 1/3% support test—2017. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>
b 33 1/3% support test—2016. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Schedule A (Form 990 or 990-EZ) 2017

The Scranton Cultural Center at the**--***7840

Page 3

Part III**Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2016 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2017 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2016 Schedule A, Part III, line 17	18	%

- 19a **33 1/3% support tests—2017.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶ ☐
- b **33 1/3% support tests—2016.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶ ☐
- 20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV

Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

- 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in **Part VI** how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.
- 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in **Part VI** how the organization determined that the supported organization was described in section 509(a)(1) or (2).
- 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.
- b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in **Part VI** when and how the organization made the determination.
- c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in **Part VI** what controls the organization put in place to ensure such use.
- 4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.
- b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in **Part VI** how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.
- c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in **Part VI** what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.
- 5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in **Part VI**, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).
- b **Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?
- c **Substitutions only.** Was the substitution the result of an event beyond the organization's control?
- 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in **Part VI**.
- 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).
- 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).
- 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in **Part VI**.
- b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in **Part VI**.
- c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in **Part VI**.
- 10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.
- b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)

	Yes	No
1		
2		
3a		
3b		
3c		
4a		
4b		
4c		
5a		
5b		
5c		
6		
7		
8		
9a		
9b		
9c		
10a		
10b		

Part IV Supporting Organizations (continued)

- 11** Has the organization accepted a gift or contribution from any of the following persons?
- a** A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?
- b** A family member of a person described in (a) above?
- c** A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in **Part VI**.

	Yes	No
11a		
11b		
11c		

Section B. Type I Supporting Organizations

- 1** Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in **Part VI** how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.
- 2** Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in **Part VI** how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.

	Yes	No
1		
2		

Section C. Type II Supporting Organizations

- 1** Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in **Part VI** how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).

	Yes	No
1		

Section D. All Type III Supporting Organizations

- 1** Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?
- 2** Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in **Part VI** how the organization maintained a close and continuous working relationship with the supported organization(s).
- 3** By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in **Part VI** the role the organization's supported organizations played in this regard.

	Yes	No
1		
2		
3		

Section E. Type III Functionally-Integrated Supporting Organizations

- 1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- a** ☐ The organization satisfied the Activities Test. Complete **line 2** below.
- b** ☐ The organization is the parent of each of its supported organizations. Complete **line 3** below.
- c** ☐ The organization supported a governmental entity. Describe in **Part VI** how you supported a government entity (see instructions).

2 Activities Test. Answer (a) and (b) below.

- a** Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in **Part VI** identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.
- b** Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in **Part VI** the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.
- 3 Parent of Supported Organizations. Answer (a) and (b) below.**
- a** Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in **Part VI**.
- b** Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in **Part VI** the role played by the organization in this regard.

	Yes	No
2a		
2b		
3a		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6 and 7 from line 4).	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount		Current Year	
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year	
1	Amounts paid to supported organizations to accomplish exempt purposes		
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity		
3	Administrative expenses paid to accomplish exempt purposes of supported organizations		
4	Amounts paid to acquire exempt-use assets		
5	Qualified set-aside amounts (prior IRS approval required)		
6	Other distributions (describe in Part VI). See instructions.		
7	Total annual distributions. Add lines 1 through 6.		
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.		
9	Distributable amount for 2017 from Section C, line 6		
10	Line 8 amount divided by line 9 amount		

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1 Distributable amount for 2017 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2017 (reasonable cause required-explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2017:			
a			
b From 2013			
c From 2014			
d From 2015			
e From 2016			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2017 distributable amount			
i Carryover from 2012 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2017 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2017 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2018. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2013			
b Excess from 2014			
c Excess from 2015			
d Excess from 2016			
e Excess from 2017			

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**▶ Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2017Open to Public
Inspection

Name of the organization

**The Scranton Cultural Center at the
Masonic Temple**

Employer identification number

**** - *** 7840****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e.g., recreation or education) ☐ Preservation of a historically important land area

☐ Protection of natural habitat ☐ Preservation of a certified historic structure

☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

Part III

Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a ☐ Public exhibition

b ☐ Scholarly research

c ☐ Preservation for future generations

d ☐ Loan or exchange programs

e ☐ Other
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV

Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|----------------------------------|--------|
| 1c Beginning balance | |
| 1d Additions during the year | |
| 1e Distributions during the year | |
| 1f Ending balance | |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V

Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance		250,500	250,500	250,500	250,500
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance		250,500	250,500	250,500	250,500

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment %

b Permanent endowment %

c Temporarily restricted endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) unrelated organizations

(ii) related organizations

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI

Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other	5,686,871		3,059,392	2,627,479
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				2,627,479

Schedule D (Form 990) 2017 **The Scranton Cultural Center at the**-***7840**

Page **3**

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) Deposits	266,970
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	
	266,970

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☐

Schedule D (Form 990) 2017 **The Scranton Cultural Center at the***-***7840**Page **4****Part XI****Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	2,186,407
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	2,186,407
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	2,186,407

Part XII**Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	2,093,701
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	2,093,701
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	2,093,701

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIII Supplemental Information (continued)

Schedule D (Form 990) 2017

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2017

Open to Public
Inspection

Name of the organization **The Scranton Cultural Center at the
Masonic Temple**

Employer identification number
****-***7840**

Form 990 - Organization's Mission

Enrich our community through culturally diverse programming and events
while preserving a national historic treasure. To become Northeastern
Pennsylvania's premier hub for performance arts, entertainment, and
cultural experiences, set in a unique historic structure.

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990

Finance Committee reviews and approves. Full Board of Directors reviews,
approves, and votes to file.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy

Monitoring by management with Board of Directors oversight.

Form 990, Part VI, Line 15a - Compensation Process for Top Official

Reviewed by board of directors on an annual basis.

Form 990, Part VI, Line 15b - Compensation Process for Officers

Reviewed by the Board of Directors on an annual basis.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

Governing Documents, Conflict of Interest Policy and Financial Statements
are available upon request at office. Financial Statements and Tax Filings
are available via website and upon request.

Form 990		Two Year Comparison Report		2016 & 2017	
For calendar year 2017, or tax year beginning		07/01/17	ending	06/30/18	
Name				Taxpayer Identification Number	
The Scranton Cultural Center at the Masonic Temple				**-***7840	
Revenue	1. Contributions, gifts, grants	1.	2016	2017	Differences
	2. Membership dues and assessments	2.	116,506	96,289	-20,217
	3. Government contributions and grants	3.	437,660	591,371	153,711
	4. Program service revenue	4.	1,617,992	1,498,187	-119,805
	5. Investment income	5.	320	560	240
	6. Proceeds from tax exempt bonds	6.			
	7. Net gain or (loss) from sale of assets other than inventory	7.			
	8. Net income or (loss) from fundraising events	8.			
	9. Net income or (loss) from gaming	9.			
	10. Net gain or (loss) on sales of inventory	10.			
	11. Other revenue	11.			
	12. Total revenue. Add lines 1 through 11	12.	2,172,478	2,186,407	13,929
Expenses	13. Grants and similar amounts paid	13.			
	14. Benefits paid to or for members	14.			
	15. Compensation of officers, directors, trustees, etc.	15.			
	16. Salaries, other compensation, and employee benefits	16.	1,099,660	1,129,545	29,885
	17. Professional fundraising fees	17.			
	18. Other professional fees	18.			
	19. Occupancy, rent, utilities, and maintenance	19.	68,811	93,802	24,991
	20. Depreciation and Depletion	20.	218,035	228,911	10,876
	21. Other expenses	21.	609,799	641,443	31,644
	22. Total expenses. Add lines 13 through 21	22.	1,996,305	2,093,701	97,396
	23. Excess or (Deficit). Subtract line 22 from line 12	23.	176,173	92,706	-83,467
Other Information	24. Total exempt revenue	24.	2,172,478	2,186,407	13,929
	25. Total unrelated revenue	25.			
	26. Total excludable revenue	26.	1,618,312	1,498,747	-119,565
	27. Total assets	27.	3,279,358	3,494,147	214,789
	28. Total liabilities	28.	1,040,110	1,162,193	122,083
	29. Retained earnings	29.	2,239,248	2,331,954	92,706
	30. Number of voting members of governing body	30.	19	18	
	31. Number of independent voting members of governing body	31.	0	0	
	32. Number of employees	32.	153	152	
	33. Number of volunteers	33.	120	152	

Form 990

Tax Return History

2017

Name The Scranton Cultural Center at the
Masonic Temple

Employer Identification Number
-*7840

	2013	2014	2015	2016	2017	2018
Contributions, gifts, grants		790,153	439,406	554,166	687,660	
Membership dues						
Program service revenue		1,455,884	1,549,560	1,617,992	1,498,187	
Capital gain or loss						
Investment income		80	179	320	560	
Fundraising revenue (income/loss)						
Gaming revenue (income/loss)						
Other revenue						
Total revenue		2,246,117	1,989,145	2,172,478	2,186,407	
Grants and similar amounts paid						
Benefits paid to or for members						
Compensation of officers, etc.		1,370,905	1,164,967	1,099,660	1,129,545	
Other compensation						
Professional fees			49,545	68,811	93,802	
Occupancy costs		102,884	216,962	218,035	228,911	
Depreciation and depletion		203,007	536,240	609,799	641,443	
Other expenses		882,573	1,967,714	1,996,305	2,093,701	
Total expenses		2,559,369	21,431	176,173	92,706	
Excess or (Deficit)		-313,252				
Total exempt revenue		2,246,117	1,989,145	2,172,478	2,186,407	
Total unrelated revenue						
Total excludable revenue		1,455,964	1,549,739	1,618,312	1,498,747	
Total Assets		3,375,682	3,260,022	3,279,358	3,494,147	
Total Liabilities		1,334,038	1,196,947	1,040,110	1,162,193	
Net Fund Balances		2,041,644	2,063,075	2,239,248	2,331,954	

Federal Statements

Tax-Exempt Interest on Investments

Description

	Amount	Unrelated Business Code	Exclusion Code	Postal Code	Acquired after 6/30/75	InState Muni (\$ or %)
	\$ 560					
Total	\$ 560					

Federal Statements

Form 990, Part IX, Line 24e - All Other Expenses

Description	Total Expenses	Program Service	Management & General	Fund Raising
Bank Service Charges	\$ 36,269		\$ 36,269	
Equipment rental and main	35,019	35,019		
Education	23,583	8,253	8,962	6,368
Development	19,394	19,394		
Parking	12,890	12,890		
Telephone and internet	9,336		9,336	
Miscellaneous	8,132		8,132	
Service contracts	7,778		7,778	
Hospitality	6,788	2,374	2,581	1,833
Payroll expense	4,998	1,750	1,900	1,348
Postage and shipping	4,371	1,530	1,660	1,181
Printing	3,899	780		3,119
License fes and permits	2,588		2,588	
Dues, subscriptions	1,660		1,660	
Textile rentals	427			
Total	\$ 177,132	\$ 82,417	\$ 80,866	\$ 13,849

Federal Statements

Schedule A, Part II, Line 12 - Current year

Description	Amount
Facility Rental	\$ 269,514
Event Receipts	1,084,959
Education	60,773
Programming	25,880
Facility fees	57,061
	560
Total	\$ 1,498,747



SCRANTONCULTURALCENTER

at the Messiaho Temp e

LIFE. CELEBRATED.

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
WITH INDEPENDENT AUDITOR'S REPORT**

YEARS ENDED JUNE 30, 2018 AND 2017

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INDEPENDENT AUDITOR'S REPORT

To The Board of Trustees of
Scranton Cultural Center at the Masonic Temple

We have audited the accompanying statements of the Scranton Cultural Center at the Masonic Temple, which comprise the statement of financial position as of June 30, 2018 and 2017, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involved performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluation the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluation the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects the financial position of the Scranton Cultural Center at the Masonic Temple as of June 30, 2018 and 2017 and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

The McBride Group, LLC

Dunmore, Pennsylvania
November 8, 2018

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

STATEMENTS OF FINANCIAL POSITION

ASSETS

	June 30,	
	2018	2017
Cash and cash equivalents	\$ 660,637	\$ 514,543
Accounts receivable, net	191,622	90,094
Inventory	14,409	22,050
Fixed assets, net	2,627,479	2,652,671
	<u>\$ 3,494,147</u>	<u>\$ 3,279,358</u>

LIABILITIES AND NET ASSETS

Liabilities:		
Accounts payable	\$ 168,864	\$ 13,496
Accrued expenses	147,126	172,013
Deposits	266,970	215,276
Note payable	579,233	639,325
	<u>1,162,193</u>	<u>1,040,110</u>
Net assets:		
Unrestricted net assets	2,319,298	1,976,092
Temporarily restricted net assets	12,656	12,656
Permanently restricted net assets		250,500
	<u>\$ 3,494,147</u>	<u>\$ 3,279,358</u>

The accompanying notes are an integral part
of these financial statements.

STATEMENTS OF ACTIVITIES

The accompanying notes are an integral part of these financial statements.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

STATEMENTS OF CASH FLOWS

	Year ended June 30,	
	2018	2017
Cash flows from operating activities:		
Change in net assets:	\$ 92,706	\$ 176,173
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	228,911	218,035
Change in operating assets and liabilities:		
(Increase) decrease in:		
Accounts receivable	(101,528)	(10,428)
Inventory	7,641	(8,223)
Increase (decrease) in:		
Accounts payable	155,368	(74,730)
Accrued expenses	(24,887)	(41,308)
Deposits	51,694	16,943
Net cash provided by operating activities	409,905	276,462
Cash flows from investing activities:		
Purchase of fixed assets	(203,719)	(35,367)
Net cash used by investing activities	(203,719)	(35,367)
Cash flows from financing activities:		
Repayment of long term debt	(60,092)	(57,742)
Repayment of demand note payable		
Proceeds from demand note payable		
Net cash used by financing activities	(60,092)	(57,742)
Net increase (decrease) in cash and cash equivalents	146,094	183,353
Cash and cash equivalents, beginning of year	514,543	331,190
Cash and cash equivalents, end of year	\$ 660,637	\$ 514,543

The accompanying notes are an integral part
of these financial statements.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

STATEMENT OF FUNCTIONAL EXPENSES

	June 30, 2018			June 30, 2017				
	Program Services	Management & General	Fundraising	Total	Program Services	Management & General	Fundraising	Total
Salaries and benefits								
Salaries	\$ 224,792	\$ 244,061	\$ 173,412	\$ 642,264	\$ 219,834	\$ 238,678	\$ 169,587	\$ 628,099
Union wages	287,983			287,983	250,885			250,885
Employee benefits	32,013	34,754	24,694	91,459	40,516	43,989	31,255	115,761
Payroll taxes	37,743	40,978	29,115	107,836	36,721	39,868	28,327	104,916
Total salaries and benefits	582,531	319,793	227,221	1,129,542	547,956	322,535	229,169	1,099,661
Programming / Artist fees	63,497	-	-	63,497	36,342	-	-	36,342
Depreciation:	228,911	-	-	228,911	218,035	-	-	218,035
Utilities	54,955	59,666	42,395	157,016	54,070	58,705	41,712	154,487
Event expenses	104,226	-	-	104,226	417,376	-	-	117,376
Occupancy	85,735	-	8,067	93,802	62,893	-	5,918	68,811
Advertising	4,381	-	-	4,381	8,402	-	-	8,402
Insurance	18,946	20,567	14,610	54,123	19,359	21,017	14,930	55,306
Interest	-	24,969	-	24,969	-	27,139	-	27,139
Equipment rental and maintenance	35,019	-	-	35,019	16,867	-	-	16,867
Miscellaneous:	-	8,132	-	8,132	-	7,719	-	7,719
Education	8,253	8,962	6,368	23,583	8,181	8,883	6,312	23,376
Bank service charges	-	36,269	-	36,269	-	41,054	-	41,054
Professional fees:	19,634	21,318	15,148	56,100	13,719	14,896	10,585	39,200
Telephone and internet	-	9,336	-	9,336	-	9,450	-	9,450
Parking	12,890	-	-	12,890	13,707	-	-	13,707
Printing	780	-	3,119	3,899	553	-	2,212	2,765
Service contracts	-	7,778	-	7,778	-	7,876	-	7,876
Textile rentals	427	-	-	427	682	-	-	682
Postage and shipping	1,530	1,660	1,181	4,371	1,189	1,290	918	3,396
Payroll expense	1,750	1,900	1,348	4,998	1,726	1,874	1,330	4,930
License fees and permits	-	2,588	-	2,588	-	4,464	-	4,464
Hospitality	2,373	2,581	1,834	6,788	981	1,067	758	2,806
Dues, subscriptions, memberships	-	1,660	-	1,660	-	936	-	936
Development	19,394	-	-	19,394	17,871	-	-	17,871
Other expenses	662,701	207,387	94,070	964,157	591,954	206,369	84,674	882,997
Total expenses	\$ 1,245,232	\$ 527,179	\$ 321,290	\$ 2,093,699	\$ 1,139,910	\$ 528,905	\$ 313,843	\$ 1,982,658

The accompanying notes are an integral part
part of these financial statements.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

1. Summary of significant accounting policies

This summary of significant accounting policies of Scranton Cultural Center at the Masonic Temple (the "Organization") is presented to assist in understanding the Organization's financial statements. The financial statements and notes are representations of the Organization's management, which is responsible for their integrity and objectivity. These accounting policies conform to accounting principles generally accepted in the United States of America as promulgated in *FASB Accounting Standards Codification* (the Codification), and have been consistently applied in the preparation of the financial statements.

Nature of the Organization

The Scranton Cultural Center at the Masonic Temple (the "Cultural Center") is a not-for-profit corporation organized to promote the cultural, recreational, educational, artistic and literary needs of the residents of Northeastern Pennsylvania. The Cultural Center operates a center for civic and community functions and for the advancement of the arts in the City of Scranton, Pennsylvania. Its principle sources of revenues are derived from contributions, box office receipts and facility rentals.

Basis of presentation

Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted net assets were \$26,303 at June 30, 2018 and 2017.

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes. Permanently restricted net assets were \$250,500 for the year ended June 30, 2017.

During the year ended June 30, 2018, the Organization received correspondence from a donor that changed their contribution from permanently restricted contribution to unrestricted. The reclassification is shown on the statement of activities as an adjustment to net assets.

Revenue recognition

For the years ended June 30, 2018 and 2017, the Organization's revenues are derived from contributions, box office receipts and facility rentals.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

1. Summary of significant accounting policies (continued)

Cash and cash equivalents

The Organization considers all highly liquid investments with a maturity of three months or less when purchased or assets whose use is limited to be cash equivalents. Cash and cash equivalents consists of cash invested with major U.S. banks.

Property and equipment

Land, building and building improvements, furniture and office equipment, and technology equipment are recorded at cost. Depreciation and amortization is recorded using the straight-line method based on the estimated useful lives of the assets. The Organization capitalizes all expenditures for furniture, equipment and leasehold improvements in excess of \$500. The estimated useful lives are as follows:

Building and building improvements	10 - 39 years
Furniture and office equipment	5 - 12 years
Technology	3 - 5 years

The cost of assets sold or otherwise disposed of and the accumulated depreciation thereon are eliminated from the accounts and the resulting gain or loss is reflected in income except for assets traded where no cash is received. Expenditures for maintenance and repairs are charged to income as incurred; replacements and betterments that extend the useful lives are capitalized.

Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with specific restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor stipulations regarding how long these donated restrictions must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Functional allocation of expenses

The costs of providing various programs and support services have been summarized on a functional basis in the statement of activities and in the statement of functional expenses. Accordingly, certain expenses have been allocated among the programs and supporting services based on management's best estimates.

Reclassifications

Certain 2018 amounts have been reclassified to conform to the 2017 presentation.

Income taxes

The Organization received a determination letter from the Internal Revenue Service concluding that it is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. However, income generated from activities unrelated to the Organization's tax-exempt status is subject to federal tax.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

1. Summary of significant accounting policies (continued)

Uncertain tax positions

As of June 30, 2018, management believes that based on evaluation of the Organization's tax positions that any liability as a result of uncertain tax positions would not be material. Management continually evaluates expiring statutes of limitations, changes in tax law, and new authoritative rulings to assist in evaluating the Organization's tax positions. Accrued interest and penalties associated with uncertain tax positions, if any, would be recognized as part of the income tax provision. Income tax returns are filed in the U.S. federal jurisdiction and state jurisdictions. U.S. federal and state income tax returns prior to fiscal year 2014 are closed.

Accounts receivable

The Organization extends credit to its customers, the majority of which are located in Northeastern and Central Pennsylvania. Consequently, the Organization's ability to collect amounts due from customers is affected by economic fluctuations within the geographic area. The Cultural Center provides an allowance for doubtful accounts equal to the estimated collection losses that will be incurred in collections of all receivables. The estimate is based on historical collection experience and a review of the current status of accounts receivable.

2. Risks and uncertainties

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of cash, accounts receivable and investments. The Organization maintains its cash in bank deposit accounts, the balances of which, at times, may exceed federally and other insured limits. Exposure to credit risk is reduced by placing such deposits in high quality financial institutions. Concentrations of credit risk with respect to receivables are limited due to the number of customers comprising the Organization's customer base, contractual obligations and generally short payment terms.

3. Property and equipment

Property and equipment consists of the following at June 30:

	2018	2017
Building improvements	\$ 2,998,136	\$ 2,821,417
Energy projects	1,719,294	1,692,294
Seating	429,674	429,674
Furniture and fixtures	314,057	314,057
Roofing	76,297	76,297
Landscaping	47,996	47,996
Spotlights	46,097	46,097
Aisle lights	16,775	16,775
Carpeting	38,545	38,545
	<u>5,686,871</u>	<u>5,483,152</u>
Less accumulated depreciation	<u>3,059,392</u>	<u>2,830,481</u>
	<u>\$ 2,627,479</u>	<u>\$ 2,652,671</u>

Depreciation expense charged to operations was \$228,911 and \$218,035 for the years ended June 30, 2018 and 2017, respectively.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

5. Note Payable

Notes payable consists of the following at June 30:

	<u>2018</u>	<u>2017</u>
3.99% Note payable to Peoples Security Bank & Trust. Secured by building	<u>\$ 579,233</u>	<u>639,325</u>
Maturity of long-term debt:		
2018	\$ 62,942	
2019	65,500	
2020	68,162	
2021	70,145	
2022	73,111	
Thereafter	<u>239,373</u>	
	<u>\$ 579,233</u>	

In 2015, The Organization refinanced its existing long term debt, and included its existing Demand Note Payable. It includes payments of \$7,073 for 36 months including principal and interest at 3.99%, and then the rate adjusts to prime + 1% for the remaining 84 payments.

6. Commitments and contingencies

Leases

The Cultural Center leases its facility from the Masonic Temple and Scottish Rite Cathedral Association of Scranton, Pennsylvania (the Association) under the terms of an operating lease expiring in December 2024. This lease agreement provides for a fixed annual rental of \$1 and requires the Cultural Center to pay all operating costs relating to the facility. The lease can be renewed for a term of 35 years. Pursuant to the terms of the lease, the Cultural Center must occupy and promote the facility for the purposes of restoration and preservation as a historical monument and as an educational, recreational and cultural center.

As part of this lease agreement, the Cultural Center sub-leases certain portions of the facility back to the Association primarily for fraternal and social purposes. This sub-lease agreement provides for a fixed annual rental of \$24,000, payable in monthly installments of \$2,000. This sublease agreement also expires in December 2024. The Association also makes additional voluntary rental payments of \$3,000 per month for utilities and \$160 per month for custodial services.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

7. Endowment

The Organization's endowment consists of a donor-restricted endowment fund that has been established for various purposes and has been classified as permanently restricted net assets.

The Organization has interpreted the law as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary.

As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment; (b) the original value of subsequent gifts to the permanent endowment; and (c) accumulation to the permanent endowment made in accordance with the direction of the applicable donor gift. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the donor's intent.

The permanently restricted endowment funds amounted to \$250,500 for the year ended June 30, 2017. The Organization received correspondence that changed the intent of its donation to unrestricted. The reclassification was made during the year ended June 30, 2018 (Note 1).

8. Subsequent events

Subsequent events have been evaluated through November 8, 2018 which is the date the financial statements were available to be issued.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 18, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

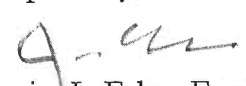
RECEIVED
OCT 18 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF THE SCRANTON CULTURAL CENTER, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$140,000.00 FOR THE PROJECT TO BE KNOWN AS "SCRANTON CULTURAL CENTER – ELEVATOR REPLACEMENT PROJECT" LOCATED AT 420 NORTH WASHINGTON AVENUE, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$140,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$38,740.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS: CONNORS PARK, CONNELL PARK, TRIPP PARK, AND FELLOWS PARK, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE CITY OF SCRANTON POLICE DEPARTMENT TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS.

WHEREAS, the City of Scranton Police Department is desirous of obtaining funds from the Pennsylvania Department of Community and Economic Development ("DCED") for a Local Share Account Grant (Gaming Funds) Monroe County in the amount of \$38,740.00 for the purchase and install security cameras at each of the four (4) city parks: Connors Park, Connell Park, Tripp Park, and Fellows Park. A copy of the grant application ("Grant Application") and supplemental items are attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the funds from this Grant will be used to purchase and install security cameras in four (4) city parks: Connors Park, Connell Park, Tripp Park, and Fellows Park. City parks strengthen communities and make our cities and neighborhoods more attractive places to live. Numerous studies have been shown the social, environmental, economic, and health benefits parks bring to a city and its people. The City of Scranton maintains 30 public parks and is dedicated to enhancing the parks to ensure continued and increased use of the parks by City residents. One of the ways the City is enhancing parks throughout the area is by including security cameras for 24 hour surveillance of the parks. Security cameras have been proven to improve park safety, reduce crime rates, increase conviction rates and increase the use of public space which is the goal of this program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the actions of the City of Scranton Police Department in submitting the Grant

Application, substantially in the form attached hereto, are hereby ratified and further, the Mayor and other appropriate city officials are hereby authorized to execute and submit any additional related paperwork for this Grant, and if successful, to accept the grant funds to be used for the Project as detailed in the Grant Application. This approval anticipates the execution of any and all related documentation which may be necessary to complete the grant application including but not limited to the Grant Application.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid, or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Maggie Perry
Grant Manager
570-558-8335
mamclane@scrantonpa.gov



October 3, 2019

Atty. Jessica Eskra
City of Scranton
340 North Washington Avenue
Scranton, Pa 18503

Re: Local Share Account Fund (Gaming Funds) Monroe County

Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute the Pennsylvania Gaming Local Share Account funding through the Pennsylvania Department of Community and Economic Development. The purpose of this funding is to install security cameras that will be incorporated into the Scranton Police Department surveillance network at 4 City parks: Connors Park, Connell Park, Tripp Park and Fellows Park. The Scranton Police Department is requesting \$38,740 in grant funding for this project.

Attached is a copy of the grant application and supplemental items.

If you have any questions or concerns please feel free to contact me at 558-8335.

Thank you,

Maggie Perry

Maggie Perry
Grant Manager

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
DUNS Number:	
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Government
Company Name:	City of Scranton
NAICS Code	9211
FEIN:	XXXXXXXX
DUNS Number:	
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Business Specifics

Current # of Full-time Employees:	
(In PA):	0
(World Wide:)	0
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Park Camera Project

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	800 Gibbons St
City:	Scranton
State:	PA
Zip Code:	18505
County:	Lackawanna
Municipality:	Scott Township
PA House:	Bridget Malloy-Kosierowski (114)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Address:	2199 Dorothy Street
City:	
State:	PA
Zip Code:	18504
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	Main Avenue
City:	Scranton
State:	PA
Zip Code:	18504
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Address:	500 Orchard St
City:	Scranton
State:	PA
Zip Code:	10805
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	Total
Miscellaneous	\$38,740.00	
Tripp Park	\$9,685.00	\$9,685.00
Connell Park	\$9,685.00	\$9,685.00
Connors Park	\$9,685.00	\$9,685.00
Fellows Park	\$9,685.00	\$9,685.00
Total	\$38,740.00	
	Budget Total:	\$38,740.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Contractor Estimates**Budget Narrative**

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The cost is based on a Proposal prepared by Urban Electrical Contractors, Inc on August 29, 2019. Urban Electrical Contractors, Inc. have worked on the installation of security cameras in other city parks and is familiar with the requirements.

The cost items include:

- Connors Park: \$9,685

(1) Pole and 100 Amp Service

(5) Cameras including overhead cabling

(2) Area lights on poles

All overhead cabling and circuitry required

- Connell Park: \$9,685

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

(1) Pole and 100 Amp Service
(5) Cameras including overhead cabling
(2) Area lights on poles
All overhead cabling and circuitry required

- Tripp Park \$9,685

(1) Pole and 100 Amp Service
(5) Cameras including overhead cabling
(2) Area lights on poles
All overhead cabling and circuitry required

- Fellows Park \$9,685

(1) Pole and 100 Amp Service
(5) Cameras including overhead cabling
(2) Area lights on poles
All overhead cabling and circuitry required

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative**What do you plan to accomplish with this project?**

Identify the problem(s) that need to be resolved.

The City of Scranton is requesting funding to purchase and install security cameras in 4 city parks. The program goals are: reduce criminal activity in city parks and increase public use of city parks; the objective is to install a security camera system in every city park. The City is in the process of installing cameras in 3 other city parks however due to budget restrictions the City is unable to install cameras at every park in a timely manner. Receiving grant funding would help the City achieve the objective and reach our goal.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The measurable outcomes are :

- Reduction of criminal activity in and around city parks
- Increased conviction rates for crimes in and around parks
- Increased use of the park by the public

These outcomes will be achieved by the following activities:

- Purchase and installation of security equipment
- Security feed linked to Scranton Police Headquarters surveillance system
- 24 hour monitoring by Scranton Police Department personnel
- Informing the public of program

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Funding will be used for the purchase and installation of the camera systems at each park. The system includes:

- 1 pole and 100 Amp Service
- 5 cameras, including overhead cabling
- 2 area lights on poles
- All overhead cabling and circuitry required

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Once grant funding has been awarded the project will begin immediately. All 4 parks will have functioning security cameras

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents1. Program Description.docx [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents2. Timeline.docx [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents3. Budget.docx [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents4. COS Park Camera Budget.docx [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. A letter of support for the project from the affected community;

Uploaded Documents

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents7. Resolution.docx [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents2017 Audit Report.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309169

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309169 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Maggie Perry

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.



August 29, 2019

PROPOSAL

City of Scranton
340 North Washington Ave.
Scranton, PA 18503

Re: Park Camera Budget

Dear Mr. Swietnicki,

Pursuant to your request, the Enclosed budget is based upon similar installations of providing Camera's and Lighting, such as we did for Conner's Park. Our Budget Proposal below shall incorporate all Material, Labor, and Equipment for the complete installation and the following scope of work.

- *F/I All (1) Pole and 100 Amp Service.*
- *F/I (5) Camera's, Including overhead Cabling.*
- *F/I (2) Area Lights on Poles.*
- *F/I All overhead cabling and Circuitry required.*
- *All work assumed during normal working hours 7AM - 4PM*

TOTAL LUMP SUM: **\$9,685.00**

CONDITIONS:

Offer valid 30 days.

After 30 Days-Pricing subject to change due to labor, material or other increases.

- We have included state sales tax.
- Unless noted we have not included the cost for employee overtime if work must be schedule at other than Monday through Friday (7Am to 3:30 PM). If overtime charges are incurred then they will be invoiced separate for the premium portion only (i.e. Time & half we will bill the half time only).



- If applicable we have not allowed any additional excess cost that Power or other utilities may charge for the permanent or temporary services.
- This drawing/proposal is an instrument of service and shall remain the property of Urban Electrical Contractors, Inc., whether the project for which it is intended is constructed or not. This drawing/proposal and the ideas contained herein, shall not be used, copied or retained without the express written approval of Urban Electrical Contractors, Inc.... Any abridgement or violation of the rights of Urban Electrical Contractors, Inc., shall be prosecuted to the fullest extent possible under the law.
- Terms: net 30 in accordance with PA Prompt Payment Act. In the event this account becomes delinquent the purchasing party agrees to pay any reasonable cost incurred by the contractor in connection with the collection of this debt including but not limited to attorney's fees, court cost and 1.8% finance charges.
- Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Urban Electrical Contractors, Inc., is authorized to do the work as specified. Payment will be made as outlined above. In consideration of the promise of Urban Electrical Contractors, Inc., to install the work as specified above, I/We agree to pay any reasonable costs incurred by the Contractor in connection with the collection of this debt in the event that this account becomes delinquent, including attorney's fees, court cost and finance charges.

Approved and Accepted by

Contractor:

Owner:

Urban Electrical Contractors, Inc.

Christian J. Evans

Title

Purchase Order No. _____

Date: October 3, 2019

Date _____

Local Share Account Fund (Gaming Funds) Monroe County
City of Scranton
Web Application # 8347020

Program Description:

The City of Scranton is requesting \$38,740 in grant funding to purchase and install security cameras at 4 city parks: Connors Park, Connell Park, Tripp Park and Fellows Park. City parks strengthen communities and make our cities and neighborhoods more attractive places to live. Numerous studies have shown the social, environmental, economic, and health benefits parks bring to a city and its people.¹ The City of Scranton maintains 30 public parks and is dedicated to enhancing the parks to ensure continued and increased use of the parks by city residents. One of the ways the City is enhancing parks throughout the area is by including security cameras for 24 hours surveillance of the parks. Security cameras have been proven to improve public safety, reduce crime rates, increase conviction rates and increase the use of public space- which is the goal of this program. The positive impact of security cameras are well documented, according to a study completed by the *Urban Institute*, in 2011, there were significant decreases in crime rates in areas where cameras were installed in Washington DC, Baltimore and Chicago.²

While criminal activity in and around city parks in Scranton is not excessive, it is important that those utilizing all the parks have to offer feel safe. Grant funding will be used to

¹ *The Benefits of Parks: Why America Needs More City Parks and Open Spaces*. ConservationTools.org, https://conservationtools.org/library_items/729-The-Benefits-of-Parks-Why-America-Needs-More-City-Parks-and-Open-Space

² La Vigne, Nancy, Samantha Lowry, Joshua Miler and Allison Dwyer, *Evaluation the Use of Public Surveillance Cameras for Crime Control and Prevention*, <https://www.urban.org/sites/default/files/publication/27546/412401-Evaluating-the-Use-of-Public-Surveillance-Cameras-for-Crime-Control-and-Prevention-A-Summary.PDF>

Local Share Account Fund (Gaming Funds) Monroe County
City of Scranton
Web Application # 8347020

purchase and install a 5 camera system at each of the 4 city parks listed above. The surveillance will be fed into the surveillance network operated and monitored by the Scranton Police Department. This network allows for 24 hours monitoring of cameras as well as the ability to save and review footage. Currently the City has security cameras at Weston Park, Weston Field and Perry Park. Also, Rockwell Park and Robinson Park are currently in the process of getting cameras installed. The City's goals are: reduce criminal activity in city parks and increase public use of city parks; the objective is to install a security camera system in every city park. Receiving grant funding would help the City achieve the objective and reach our goal.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 21, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 21 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$38,740.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS: CONNORS PARK, CONNELL PARK, TRIPP PARK, AND FELLOWS PARK, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE CITY OF SCRANTON POLICE DEPARTMENT TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION _____

2019

RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$50,892.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES: MEDALLION PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CASEY PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CONNELL PARKING GARAGE LOCATED ON NORTH WASHINGTON AVENUE, AND THE LINDEN STREET PARKING GARAGE; AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES.

WHEREAS, the City of Scranton is desirous of obtaining funds from the Pennsylvania Department of Community and Economic Development ("DCED") for a Local Share Account Grant (Gaming Funds) Monroe County in the amount of \$50,892.00 for the purchase and install security cameras at four (4) downtown parking garages: Medallion parking garage, the Casey parking garage, the Connell parking garage, and the Linden Street parking garage. A copy of the grant application ("Grant Application") and supplemental items are attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, due to the significant increase in residential housing in the downtown area, including those occupied by University of Scranton students, an increase in security provisions associated with those garages is a priority. In order for parking garages to be successful by being regularly utilized, it must provide a safe environment. Throughout the U.S. parking facilities are the third most frequent place in which violence crime happens, with nearly 1,400 attacks occurring each day. The use of security cameras in parking garages has been proven to deter criminal activity including assault, car thefts and vandalism as well as aid in criminal investigations and increased conviction rates. The City of Scranton is dedicated to providing residents and visitors of Scranton a safe and secure place to park.

WHEREAS, the funds for this project will be used to install security systems in each of the garages listed above. The total cost of the project is estimated to be \$100,982.00; the City of Scranton together with the University of Scranton will provide \$50,000.00 each as a match for the project. The Cost is based on a proposal prepared by PLUGOUT Security Solutions on October 29, 2018. This project is consistent with all existing regional comprehensive plans.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the actions of the City of Scranton in submitting the Grant Application, substantially in the form attached hereto, are hereby ratified and further, the Mayor and other appropriate city officials are hereby authorized to execute and submit any additional related paperwork for this Grant, and if successful, to accept the grant funds to be used for the Project as detailed in the Grant Application. This approval anticipates the execution of any and all related documentation which may be necessary to complete the grant application including but not limited to the Grant Application.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid, or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Maggie Perry
Grant Manager
570-558-8335
mamclane@scrantonpa.gov

October 3, 2019

Atty. Jessica Eskra
City of Scranton
340 North Washington Avenue
Scranton, Pa 18503



Re: Local Share Account Fund (Gaming Funds) Monroe County

Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute the Pennsylvania Gaming Local Share Account funding through the Pennsylvania Department of Community and Economic Development. The purpose of this funding is to install security cameras at 4 downtown parking garages. The total project cost is \$100,982. The City is requesting \$50,892 in grant funding for this project

Attached is a copy of the grant application and supplemental items.

If you have any questions or concerns please feel free to contact me at 558-8335.

Thank you,

Maggie Perry
Maggie Perry
Grant Manager

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
DUNS Number:	060497856
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Government
Company Name:	City of Scranton
NAICS Code	9211
FEIN:	XXXXXXXXXX
DUNS Number:	060497856
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Business Specifics

Current # of Full-time Employees:	
(In PA):	0
(World Wide):	0
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Parking Garage Cameras

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	140 Adams Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Address:	Adams Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Address:	417 Linden Street
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

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Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	City of Scranton Local	Total
Miscellaneous	\$50,982.00	\$50,000.00	
Connell Parking Garage	\$18,416.00	\$0.00	\$18,416.00
Video Wall Work Station	\$6,964.00	\$1,792.00	\$8,756.00
Medallion Parking Garage	\$6,093.00	\$25,000.00	\$31,093.00
Casey Parking Garage	\$0.00	\$23,208.00	\$23,208.00
Linden Parking Garage	\$19,509.00	\$0.00	\$19,509.00
Total	\$50,982.00	\$50,000.00	
Budget Total:			\$100,982.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations**Budget Narrative**

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The cost estimate is based on a proposal submitted by PLUGOUT Security Solutions on October 29, 2018

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative**What do you plan to accomplish with this project?**

Identify the problem(s) that need to be resolved.

Due to the significant increase in residential housing in the downtown area, including those occupied by University of Scranton students, an increase in security provisions associated with those garages is a priority. In order for parking garages to be successful by being regularly utilized, it must provide a safe environment.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The expected outcomes are more secure parking garages with reduced crime rates in and around the garages

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Funds will be used to purchase and install security camera systems at 4 parking garages in the downtown area

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

The security cameras will be installed within 6 months of being awarded funding.

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. Program Description.docx [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. Timeline.docx [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. Budget.docx [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. ABM PA Scranton 4 Sites Genetec Proposal Est.18266 10.29.2018 r2 (3).pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. A letter of support for the project from the affected community;

Uploaded Documents

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents7. Resolution.docx [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents8. scan_dbulzoni_2019-09-24-14-29-17.pdf [View](#)

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents2017 Audit Report.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309189

This page must accompany all required supplemental information Mail to:

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309189 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Maggie Perry

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

Local Share Account Fund (Gaming Funds) Monroe County
City of Scranton
Web Application # 8347022

Program Description:

The City of Scranton is requesting \$100,982 in grant funding to purchase and install security camera systems at four downtown parking garages: the Medallion parking garage located on Adams Avenue, the Casey parking garage located on Adams Avenue, the Connell parking garage located on N. Washington Avenue and the Linden St. parking garage. This project is multijurisdictional with cooperative funding from the City of Scranton and the University of Scranton, both committed to provide \$25,000 each for the project.

Due to the significant increase in residential housing in the downtown area, including those occupied by University of Scranton students, an increase in security provisions associated with those garages is a priority. In order for parking garages to be successful by being regularly utilized, it must provide a safe environment. Throughout the U.S. parking facilities are the third most frequent place in which violence crime happens, with nearly 1,400 attacks occurring each day.¹ The use of security cameras in parking garages has been proven to deter criminal activity including assault, car thefts and vandalism as well as aid in criminal investigations and increased conviction rates. The City of Scranton is dedicated to providing residents and visitors of Scranton a safe and secure place to park.

Funding will be used to install Gentec CCTV security systems in each of the garages listed above. All cameras will be on Gentec on-prem server and cloud based with Federation feature. The total cost of the project is estimated to be \$100,982; the City of Scranton together

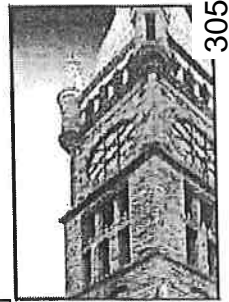
¹ <https://www.parkingtoday.com/articledetails.php?id=196&t=parking-safety-strategies-to-improve-security-in-your-parking-facility>

Local Share Account Fund (Gaming Funds) Monroe County
City of Scranton
Web Application # 8347022

with the University of Scranton will provide a \$50,000 cash match for the project. The cost is based on a proposal prepared by PLUGOUT Security Solutions on October 29, 2018. This project is consistent with all existing regional comprehensive plans.

BUSINESS ADMINISTRATION

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

September 23, 2019

Ms. Mandy Book
Center for Community Enhancement
Commonwealth Keystone Building
400 North Fourth Street 4th Floor
Harrisburg, PA 17120-0225

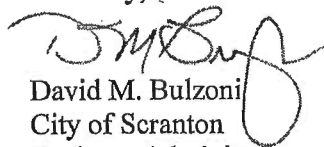
Re: Local Services Account Funding – City of Scranton Downtown Parking Garage Security Camera Project

Dear Ms. Book:

Please accept this letter as a statement of support for the requested security improvements to the City of Scranton garage system. The project is multijurisdictional with cooperative funding from the City of Scranton and the University of Scranton. Due to the significant increase in residential housing in the downtown, including those occupied by University students, an increase in security provisions associated with those garages has become a priority for the City and its partners in the garage system. The garages are presently under ownership by the Scranton Parking Authority, which is a component unit of the City. A lease agreement with Community Development Properties, a division of the National Development Council, has transferred the operational responsibility to our non-profit partner. There are presently six garages in the operational system. The City of Scranton and the University of Scranton will provide individual funding components in the amount of \$25,000 each to support the total cost of the project and the requisite matching amount to secure the grant funding.

Thank you for your assistance. Please contact me with any questions.

Sincerely,


David M. Bulzoni
City of Scranton
Business Administrator

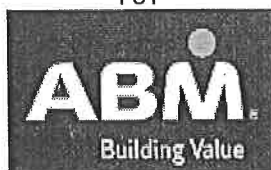
PLUGOUT

SECURITY SOLUTIONS

Proposal

Est.18266

Video Surveillance
Security Project
for



@

4 x Scranton Pennsylvania Locations

Prepared for:
Vito Del Vescovo

Prepared by:
John Aksoy

Revision Date r2
10/29/2018:

10/23/2018

e-mail:
Vito.DelVescovo@abm.com

Vito Del Vescovo
ABM Ampco Parking
321 West 44th Street, Suite 601
New York, NY 10036

Dear Mr. Del Vescovo,

I would like to thank you for giving Plugout the opportunity to help your organization with the new.

This proposal is for the new Genetec CCTV security system for 4 locations in Scranton Pennsylvania. All cameras will be on Genetec on-prem server and cloud based with Federation feature, this system installation will include:

1. 4 locations with encoder upgrades from analog DVR to Genetec servers/cloud
2. Replacement IP cameras with encoders using existing coax cable with back boxes
3. Some new cameras where easier to run new CAT6 cable, will run new wires
4. New CAT6 outdoor rated for outdoor areas (no piping exposed)
5. Can Federate all cameras back to Genetec main directory (future proofed)
6. All cameras will be 2mp and more Axis high quality with 3-year warranty
7. Wring scope by others on this proposal – can be sourced by Plugout if needed as well

For any additional information, or to go over this proposal, please feel free to contact me at
(212) 655-4428 x 130

Respectfully,

John Aksoy
Plugout

Site Layout

01 - Medallion

- Existing 25 cameras
- Replace 9 cameras with IP
- Reduce 2 cameras with 360 better coverage
- Total new count with analog and IP: 23
- Encoders to use: 2 x 16 channels

New Replacement cameras:

- | | | |
|-------------------------|--------------------------------|--|
| 1) CM01 - Axis Q3515-VE | 2-Megapixel Indoor Dome Camera | Car lane #1 (replace) |
| 2) CM02 - Axis Q3515-VE | 2-Megapixel Indoor Dome Camera | Car lane #2 (replace) |
| 3) CM03 - Axis Q3515-VE | 2-Megapixel Indoor Dome Camera | Car lane #3 (replace) |
| 4) CM04 - Axis P3225-VE | 2-Megapixel Indoor Dome Camera | Roof landing (replace) |
| 5) CM05 - Axis P3225 | 2-Megapixel Indoor Dome Camera | Cashier window (new) |
| 6) CM06 - Axis P3225 | 2-Megapixel Indoor Dome Camera | Office entrance door area (new) |
| 7) CM07 - Axis M3047 | 5-mp 360 hemispheric Camera | Back office (replace 2 cameras to 1) |
| 8) CM08 - Axis M3047 | 5-mp 360 hemispheric Camera | 1FL Lobby by ticket machine/elevator (replace) |
| 9) CM09 - Axis P3707-PE | 8-mp 4-lens 360 outdoor Camera | Roof outdoor corner camera (replace 2 with 1) |

02- Casey

- Existing 23 cameras
- Replace 5 cameras
- Reduce 1 camera with higher megapixel 2 lanes into 1
- Total new count with analog and IP: 22
- Encoders to use: 2 x 16 channels

New Replacement cameras:

- | | | |
|-------------------------|---------------------------------|---|
| 1) CM01 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #1-2 (replace 2 with 1 camera) |
| 2) CM02 - Axis Q3515-VE | 2-Megapixel Outdoor Dome Camera | Entrance Area (replace CH06) |
| 3) CM03 - Axis P3225-VE | 2-Megapixel Outdoor Dome Camera | Main Entrance Area (replace) |
| 4) CM04 - Axis P3225-VE | 2-Megapixel Outdoor Dome Camera | Lackawanna Ave Lobby (replace) |
| 5) CM05 - Axis P3225-V | 2-Megapixel Indoor Dome Camera | Lobby (replace) |

03- Connell

- Existing 12 cameras
- Replace 7 cameras (new camera added)
- New CAT6 run: 1 (approx. 250ft)
- Total new count with analog and IP: 13
- Encoders to use: 1 x 16 channels

New Replacement cameras:

- | | | |
|-------------------------|---------------------------------|---------------------------------------|
| 1) CM01 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #1 (old system CH05 replace) |
| 2) CM02 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #2 (old system CH06 replace) |
| 3) CM03 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #3 (old system CH07 replace) |
| 4) CM04 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #4 (old system CH08 replace) |
| 5) CM05 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #5 (old system replace) |
| 6) CM06 - Axis Q3515-VE | 2-Megapixel Outdoor Dome Camera | Roof (replace) |
| 7) CM07 - Axis P3225-VE | 2-Megapixel Outdoor Dome Camera | Rear Ground Staircase (new run EMT) |

04- Linden

- Existing 6 cameras
- Replace all 6 cameras with IP
- New additional cameras: 3
- New CAT6 run: 9 (approx. 300ft)
- Total new count IP: 9

Location Names	Camera	Distance	Cable Type	Encoders Coax	New Run	Axis Extender	Bracket
CM01- 2 car lanes #1-2	Q3517-VE	75	Outdoor CAT6		Yes		Pendant Kt
CM02- 1 car lane #3	Q3505-VE	75	Outdoor CAT6		Yes		Pendant Kt
CM03- Back car lane #4	P3707-PE	200	Outdoor CAT6		Yes		Pendant Kt
CM04- Middle 1Fl Staircase	P3225-VE	250	Outdoor CAT6		Yes		
CM05- Side car lane #5	P3707-PE	350	Outdoor CAT6		Yes		1 Pendant Kit
CM06- Mulberry St Entrance lanes #6-7	Q3505-VE	450	Outdoor CAT6		No		1 Pendant Kit
CM07- Mulberry St 1Fl Staircase	P3225-VE	250	Outdoor CAT6		Yes		
CM08- Mulberry St Lobby by Elevator	P3225-VE	450	Outdoor CAT6		Yes		
CM09- Main entrance elevator Lobby	P3227	250	Outdoor CAT6		Yes		Pendant Kt

Project Qualifications and Assumptions

1. All work to be performed during normal business hours Monday-Friday 8am to 5pm.
2. All work is to be performed in an asbestos free environment.
3. All patching and painting if required is *excluded*.
4. All back boxes, stub ups, raceways and drag lines are *not included*.
5. All line voltage in data closets to be provided by the electrical contractor.
6. All line voltage for security system will be dedicated, hardwired and un-switched.
7. Where available, all line voltage will be on emergency or ups type power by the electrician.
8. Client is responsible for providing adequate power and power access in locations where equipment is to be placed.
9. Client is responsible for all and any additional power or power related accessories required in support of security systems.
10. All conduits between access control or security panels will be provided by the electrician.
11. Fire alarm disconnects and connects by others.
12. Rack space and plug in power where required will be provided by others.
13. Any doors, frames and *electrified door hardware* not furnished by Plugout must be furnished and installed two weeks prior to the client move in.
14. Where Surface Mounted Strike are being used on glass doors, the GC will be required to provide on with built in LBM – Latch bolt monitor.
15. Where electrified door handles hinges are used, the GC will be required to drop and drill the door frame prior to the arrival of the security contractor or their subcontractors.
16. All Permit and filing fees are *included as noted per system*.
17. All Network Servers, work stations, switches, operating systems, IP address, are *not included these are by Client*.
18. All network drops required to support a fully operational security system is included.
19. Client's I.T. Manager is responsible for providing a standard network IP address for each of the following: access control panel, access control management server/work station, and the NVR.
20. Client's I.T. Manager is responsible for providing a POE Network IP address for each IP Camera.
21. All Access Control System Management servers, work stations operating systems, are *excluded*.
22. All Video Surveillance System management work stations, POE Switches, operating systems, IP address, are not included.
23. The Video Surveillance Network Video Recorder is excluded and assumed existing or provided by the client unless listed in the proposal.
24. All access cards/credentials are *excluded* and assumed to be provided by client.
25. All fire alarm connections, programming and testing of the fire alarm system is *excluded*.
26. Standard colors and finishes are included - specialty colors and finishes are *excluded*.
27. Deliveries to the site will be performed by non-union personnel unless otherwise coordinated prior to the contract being finalized.
28. Storage will be provided by client of client or client's General Contractor.
29. All vandalism, sabotage, theft or acts of god are *not included* in Plugout's warranty.
30. Client provided server, switches and network must be racked, powered with the correct OS one week prior to move in or the space will not be secured.
31. Client provided Fire Relay must be in place one week prior to move-in or the space will not be secured.
32. Central station monitoring is not included and will be negotiated between client and the provider.
33. All POTS or analog lines for burglar alarm system are excluded and will be provided by others prior to the installation completion.
34. Any network IP port and IP address for burglar alarm system is excluded and will be provided by the client's I.T. department manager prior to the installation completion.
35. Central Station Subscriber Form must be completed by the end user/client prior Intrusion/Burg system activation.
36. Customer is responsible for any alterations/holes needed on/in furniture, such as cable interface boxes, microphones, etc. mounted in table tops, Plugout LLC does not furnish millwork of any kind and such is not included in this pricing for the project.
37. Assumes that all owner furnished equipment is onsite and available for installation prior to job start. In addition, it is assumed that all owner furnished equipment is in good working order. Plugout is not responsible for warranty or condition of owner provided equipment.

38. If required, customer will provide all installation personnel with access badges, keys and / or escorts in order to perform the work in a timely manner.
39. Customer will have a designated Project Manager to answer any/all questions that might arise during the project installation.
40. Customer will provide telephone and internet access if required for testing and troubleshooting.
41. Return trips for operational verification of other vendors equipment, will be billable at standard rates should there be no fault found with cabling installation.
42. This quote is based on continuous work in all sections or segments of the project, to begin on a predetermined start and end date - as agreed upon with client.
43. Delays due to closings, limited access, or other events, which are the result of the customer's action or inaction, will be billed via Change Order at normal hourly rates.
44. All pricing is based upon the scope of work stated in this proposal.
45. Performance, payment bonds, and/or liquidated damages have not been included in our proposal.
46. Compliance with all applicable state and local codes will be adhered to by Plugout LLC.
47. Permits and/or rights-of-ways are the customer's responsibility.
48. Unless specifically noted elsewhere, base bid includes One (1) Year workmanship and equipment warranty.
49. Plugout's proposal includes a 90-day labor warranty and a (20) year manufacturer's application warranty
50. Plugout warrants that: (i) For a period of ninety (90) days following completion of the Project, Services provided will have been performed in a work man like manner and (ii) Any material provided will be free from defects for a period of ninety (90) days following completion of the project.
51. If Plugout responds to a Client's request for repairs during the warranty period and determines that the problem(s) is not covered by the contracted warranties, Plugout will invoice and Client agrees to pay Plugout a minimum two (2)-hour service charge (at Plugout's current hourly rates)
52. This proposal does not include any costs associated with third party/independent quality assurance or testing.
53. This proposal does not include assembly/reassembly of modular furniture.
54. This proposal does not include grounding and bonding of existing equipment, manholes or cabling
55. Client is responsible for providing a safe, secure and lockable location for the storage of equipment and materials during the installation interval
56. Client is responsible for all costs associated with permits, easements and / or right-of-ways.
57. All wiring by others
58. Lift rental no included if needed

Estimate #18266: 01 - Medallion

SOFTWARE/SERVER				
Item	Description	Qty	Price	Extended
GSC-5.7	Software Version	1	\$ -	\$ -
GSC-BASE-5.7	Genetec Security Center (GSC) Base Package - Version 5.7 which includes: 1 Directory, 5 Security Desk client connections (Incl. Web Client)	1	\$ -	\$ -
VMS-GEN-SV-300-6T-I5	Genetec SV-300E with 6TB - Hardware Only - Archiver Only (Connects to Security Center Directory)	1	\$ 2,859.50	\$ 2,859.50
GSC-OM-E	Genetec GSC Omnicast™ Enterprise Package (1 time for all sites)	1	\$ 3,285.00	\$ 3,285.00
GSC-OM-E-1C	Genetec 1 camera Enterprise connection	9	\$ 237.50	\$ 2,137.50
GSC-OM-E-1PAC	Genetec 1 camera analog connection	14	\$ 166.25	\$ 2,327.50
GSC-1MobileU	Genetec 1 Security Center Mobile app connection	1	\$ 237.50	\$ 237.50
ADV-CAM-E-2Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera - 2 years	23	\$ 85.50	\$ 1,966.50
				\$ 12,813.50
CAMERAS				
P3225-V MK II	Axis Indoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	2	\$ 474.05	\$ 948.10
P3225-VE MK II	Axis Outdoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	1	\$ 588.05	\$ 588.05
M3047-P	Axis Indoor Ultra-Compact 6mp 360/180 panaramic dome camera	2	\$ 445.55	\$ 891.10
Q3517-LVE	Axis Outdoor 5mp Forensic capture WDR 4.3-8.6mm dome camera	0	\$ 1,186.55	\$ -
Q3515-LVE 9MM	Axis Outdoor 2mp Forensic capture WDR 4.3-8.6mm dome camera	3	\$ 949.05	\$ 2,847.15
P3707-PE	Axis Outdoor 4x 2mp quad 360 camera	1	\$ 1,139.05	\$ 1,139.05
CM-BRACKETS	Axis pendant kits	6	\$ 142.50	\$ 855.00
VER-ENCODER	Veracity coax to PoE encoder	7	\$ 332.50	\$ 2,327.50
BACKBOX	Backbox to hide encoders	7	\$ 33.25	\$ 232.75
GEO-16HDDVIENC	Geovision HD/TVI/HDI/Analog camera encoder to IP - 16-channels	2	\$ 800.00	\$ 1,600.00
				\$ 11,428.70
NETWORK EQUIPMENT				
UBNTES16150WUS	Ubiquiti Networks EdgeSwitch ES-16-150W-US Managed PoE+ Gigabit	1	\$ 332.50	\$ 332.50
24-PORT-PP	24 Port Patch Panel - 1U	1	\$ 142.50	\$ 142.50
PTCRD3	3' Patch Cord	14	\$ 2.38	\$ 33.25
APCBE500U	APC 500VA UPS Power Backup w/ Surge Protector	1	\$ 80.75	\$ 80.75
TRISRW9U	Tripp Lite SRW9U 9U SmartRack Wall Mount Rack Enclosure	1	\$ 285.00	\$ 285.00
				\$ 874.00
CABLE COST				
CAT6P	Cat6 Plenum Cable White 1000ft	1	\$ 260.00	\$ 260.00
Misc Items	Cabling Bridal Rings J-hooks Tye-Wraps, Drag Lines, Elec. Tape, Conduit, straps, connectors, converters (WIRING BY OTHERS)	0	\$ -	\$ -
				\$ 260.00
Labor				
STRCT	Security Technician - Cabling Video Surveillance (BY OTHERS)	0	\$ 125.00	\$ -
STRST	Security Technician - Camera Install and Head End Panels Terminations, Patching	24	\$ 125.00	\$ 3,000.00
PMST	Field Coordination, Project Mgmt Meetings - Daily Documentation Reports.	5	\$ 125.00	\$ 625.00
SLCTST	Shop Drawings, Documentation and As Build Admins	2	\$ 100.00	\$ 200.00
PSLSSN	Labor Professional Services Senior Level Networking/Security Systems Engineer Professional Services to Program Configure and Provide Support to security systems activation team	12	\$ 150.00	\$ 1,800.00
FGHTSHP	Shipping - Freight deliveries	1	\$ 92.00	\$ 92.00
				\$ 5,717.00
TOTAL:				\$ 31,093.20

MONTHLY SUPPORT PLAN

Item	Description		Monthly	Yearly
SMA-SC-23	Plugout Support Plan Contract for Genetec Enterprise System with 23 IP/Analog Encoders only / mobile / Federation - support/upgrades/programming changes/maintenance for new equipment	12	\$ 207.29	\$ 2,487.46

*** Need 1 static IP address ***

PLUGOUT

Video Surveillance | Access Control | Intrusion | Biometric
Security Solutions

Estimate #18266: 02- Casey

SOFTWARE/SERVER				
Item	Description	Qty	Price	Extended
GSC-5.7	Software Version	1	\$ -	\$ -
GSC-BASE-5.7	Genetec Security Center (GSC) Base Package - Version 5.7 which includes: 1 Directory, 5 Security Desk client connections (incl. Web Client)	1	\$ -	\$ -
VMS-GEN-SV-300-6T-I5	Genetec SV-300E with 6TB - Hardware Only - Archiver Only (Connects to Security Center Directory)	1	\$ 2,859.50	\$ 2,859.50
GSC-0m-E-1C	Genetec 1 camera Enterprise connection	5	\$ 237.50	\$ 1,187.50
GSC-0M-E-1PAC	Genetec 1 camera analog connection	17	\$ 166.25	\$ 2,826.25
GSC-1MobileU	Genetec 1 Security Center Mobile app connection	1	\$ 237.50	\$ 237.50
ADV-CAM-E-2Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera - 2 years	22	\$ 85.50	\$ 1,881.00
				\$ 8,991.75
CAMERAS				
P3225-V MK II	Axis Indoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	1	\$ 474.05	\$ 474.05
P3225-VE MK II	Axis Outdoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	2	\$ 588.05	\$ 1,176.10
M3047-P	Axis Indoor Ultra-Compact 6mp 360/180 panaromic dome camera	0	\$ 445.55	\$ -
Q3517-LVE	Axis Outdoor 5mp Forensic capture WDR 4.3-8.6mm dome camera	1	\$ 1,186.55	\$ 1,186.55
Q3515-LVE 9MM	Axis Outdoor 2mp Forensic capture WDR 4.3-8.6mm dome camera	1	\$ 949.05	\$ 949.05
P3707-PE	Axis Outdoor 4x 2mp quad 360 camera	0	\$ 1,139.05	\$ -
CM-BRACKETS	Axis pendant kits	5	\$ 142.50	\$ 712.50
VER-ENCODER	Veracity coax to PoE encoder	5	\$ 332.50	\$ 1,662.50
BACKBOX	Backbox to hide encoders	5	\$ 33.25	\$ 166.25
GEO-16HDD/ENC	Geovision HD/TVI/HDI/Analog camera encoder to IP - 16-channels	2	\$ 800.00	\$ 1,600.00
				\$ 7,927.00
NETWORK EQUIPMENT				
UBNTES16150WUS	Ubiquiti Networks EdgeSwitch ES-16-150W-US Managed PoE+ Gigabit	1	\$ 332.50	\$ 332.50
24-PORT-PP	24 Port Patch Panel - 1U	1	\$ 142.50	\$ 142.50
PTCRD3	3' Patch Cord	7	\$ 2.38	\$ 16.63
APCBE500U	APC 500VA UPS Power Backup w/ Surge Protector	1	\$ 80.75	\$ 80.75
TRISRW9U	Tripp Lite SRW9U 9U SmartRack Wall Mount Rack Enclosure	0	\$ 285.00	\$ -
				\$ 572.38
CABLE COST				
CAT6P	Cat6 Plenum Cable White 1000ft	0	\$ 260.00	\$ -
Misc Items	Cabling Bridal Rings J-hooks Tye-Wraps, Drag Lines, Elec. Tape, Conduit, straps, connectors, converters (WIRING BY OTHERS)	0	\$ -	\$ -
				\$ -
Labor				
STRCT	Security Technician - Cabling Video Surveillance (BY OTHERS)	0	\$ 125.00	\$ -
STRST	Security Technician - Camera Install and Head End Panels Terminations, Patching	24	\$ 125.00	\$ 3,000.00
PMST	Field Coordination, Project Mgmt Meetings - Daily Documentation Reports.	5	\$ 125.00	\$ 625.00
SLCTST	Shop Drawings, Documentation and As Build Admins	2	\$ 100.00	\$ 200.00
PSLSSN	Labor Professional Services Senior Level Networking/Security Systems Engineer Professional Services to Program Configure and Provide Support to security systems activation team	12	\$ 150.00	\$ 1,800.00
FGHTSHP	Shipping - Freight deliveries	1	\$ 92.00	\$ 92.00
				\$ 5,717.00
TOTAL:				\$ 23,208.13

MONTHLY SUPPORT PLAN

Item	Description		Monthly	Yearly
SMA-SC-22	Plugout Support Plan Contract for Genetec Enterprise System with 22 IP/Analog Encoders only / mobile / Federation - support/upgrades/programming changes/maintenance for new equipment	12	\$ 154.72	\$ 1,856.65

*** Need 1 static IP address ***

Estimate #18266: 03- Connell

SOFTWARE/SERVER				
Item	Description	Qty	Price	Extended
GSC-5.7	Software Version	1	\$ -	\$ -
GSC-BASE-5.7	Genetec Security Center (GSC) Base Package - Version 5.7 which includes: 1 Directory, 5 Security Desk client connections (incl. Web Client)	1	\$ -	\$ -
VMS-GEN-SV-100-2T-I3	Genetec SV-100-2T-I3 with 2TB - Hardware Only - Archiver Only (Connects to Security Center Directory)	1	\$ 2,191.65	\$ 2,191.65
GSC-0m-E-1C	Genetec 1 camera Enterprise connection	5	\$ 237.50	\$ 1,187.50
GSC-0M-E-1PAC	Genetec 1 camera analog connection	8	\$ 166.25	\$ 1,330.00
GSC-1MobileU	Genetec 1 Security Center Mobile app connection	0	\$ 237.50	\$ -
ADV-CAM-E-2Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera - 2 years	13	\$ 85.50	\$ 1,111.50
				\$ 5,820.65
CAMERAS				
P3225-V MK II	Axis Indoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	0	\$ 474.05	\$ -
P3225-VE MK II	Axis Outdoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	1	\$ 588.05	\$ 588.05
M3047-P	Axis Indoor Ultra-Compact 6mp 360/180 panaromic dome camera	0	\$ 445.55	\$ -
Q3517-LVE	Axis Outdoor 5mp Forensic capture WDR 4.3-8.6mm dome camera	4	\$ 1,186.55	\$ 4,746.20
Q3515-LVE 9MM	Axis Outdoor 2mp Forensic capture WDR 4.3-8.6mm dome camera	1	\$ 949.05	\$ 949.05
P3707-PE	Axis Outdoor 4x 2mp quad 360 camera	0	\$ 1,139.05	\$ -
CM-BRACKETS	Axis pendant kits	5	\$ 142.50	\$ 712.50
VER-ENCODER	Veracity coax to PoE encoder	5	\$ 332.50	\$ 1,662.50
BACKBOX	Backbox to hide encoders	5	\$ 33.25	\$ 166.25
GEO-16HDDVIENC	Geovision HD/TVI/HDI/Analog camera encoder to IP - 16-channels	1	\$ 800.00	\$ 800.00
				\$ 9,624.55
NETWORK EQUIPMENT				
UBNTES16150WUS	Ubiquiti Networks EdgeSwitch ES-16-150W-US Managed PoE+ Gigabit	1	\$ 332.50	\$ 332.50
24-PORT-PP	24 Port Patch Panel - 1U	1	\$ 142.50	\$ 142.50
PTCRD3	3' Patch Cord	7	\$ 2.38	\$ 16.63
APCBE500U	APC 500VA UPS Power Backup w/ Surge Protector	1	\$ 80.75	\$ 80.75
TRISRW9U	Tripp Lite SRW9U 9U SmartRack Wall Mount Rack Enclosure	0	\$ 285.00	\$ -
				\$ 572.38
CABLE COST				
CAT6P	Cat6 Plenum Cable White 1000ft	0	\$ 260.00	\$ -
Misc Items	Cabling Bridal Rings J-hooks Tye-Wraps, Drag Lines, Elec. Tape, Conduit, straps, connectors, converters (WIRING BY OTHERS)	0	\$ -	\$ -
				\$ -
Labor				
STRCT	Security Technician - Cabling Video Surveillance 1 x 250ft approx CAT6 run rear ground staircase (BY OTHERS)	0	\$ 125.00	\$ -
STRST	Security Technician - Camera Install and Head End Panels Terminations, Patching	8	\$ 125.00	\$ 1,000.00
PMST	Field Coordination, Project Mgmt Meetings - Daily Documentation Reports.	2	\$ 125.00	\$ 250.00
SLCTST	Shop Drawings, Documentation and As Build Admins	2	\$ 100.00	\$ 200.00
PSLSSN	Labor Professional Services Senior Level Networking/Security Systems Engineer Professional Services to Program Configure and Provide Support to security systems activation team	6	\$ 150.00	\$ 900.00
FGHTSHP	Shipping - Freight deliveries	1	\$ 48.00	\$ 48.00
				\$ 2,398.00
			TOTAL:	\$ 18,415.58

MONTHLY SUPPORT PLAN

Item	Description		Monthly	Yearly
SMA-SC-22	Plugout Support Plan Contract for Genetec Enterprise System with 22 IP/Analog Encoders only / mobile / Federation - support/upgrades/programming changes/maintenance for new equipment	12	\$ 122.77	\$ 1,473.25

*** Need 1 static IP address ***

Estimate #18266: 04- Linden

SOFTWARE/SERVER				
Item	Description	Qty	Price	Extended
GSC-5.7	Software Version	1	\$ -	\$ -
GSC-BASE-5.7	Genetec Security Center (GSC) Base Package - Version 5.7 which includes: 1 Directory, 5 Security Desk client connections (incl. Web Client)	1	\$ -	\$ -
VMS-GEN-SV-100-2T-I3	Genetec SV-100-2T-I3 with 2TB - Hardware Only - Archiver Only (Connects to Security Center Directory)	1	\$ 2,191.65	\$ 2,191.65
GSC-OM-E-1C	Genetec 1 camera Enterprise connection	9	\$ 237.50	\$ 2,137.50
GSC-OM-E-1PAC	Genetec 1 camera analog connection	0	\$ 166.25	\$ -
GSC-1MobileU	Genetec 1 Security Center Mobile app connection	0	\$ 237.50	\$ -
ADV-CAM-E-2Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera - 2 years	9	\$ 85.50	\$ 769.50
				\$ 5,098.65
CAMERAS				
P3225-V MK II	Axis Indoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	0	\$ 474.05	\$ -
P3225-VE MK II	Axis Outdoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	3	\$ 588.05	\$ 1,764.15
P3227-LV	Axis Indoor Vandal 5mp 3.5-10MM IR WDR Varifocal IR Dome Camera	1	\$ 854.05	\$ 854.05
M3047-P	Axis Indoor Ultra-Compact 6mp 360/180 panaramic dome camera	0	\$ 445.55	\$ -
Q3517-LVE	Axis Outdoor 5mp Forensic capture WDR 4.3-8.6mm dome camera	0	\$ 1,186.55	\$ -
Q3515-LVE 9MM	Axis Outdoor 2mp Forensic capture WDR 4.3-8.6mm dome camera	2	\$ 949.05	\$ 1,898.10
P3707-PE	Axis Outdoor 4x 2mp quad 360 camera	2	\$ 1,139.05	\$ 2,278.10
CM-BRACKETS	Axis pendant kits	6	\$ 142.50	\$ 855.00
VER-ENCODER	Veracity coax to PoE encoder	2	\$ 332.50	\$ 665.00
BACKBOX	Backbox to hide encoders	2	\$ 33.25	\$ 66.50
GEO-16HDDVIENC	Geovision HD/TVI/HDI/Analog camera encoder to IP - 16-channels	0	\$ 800.00	\$ -
				\$ 8,380.90
NETWORK EQUIPMENT				
UBNTES16150WUS	Ubiquiti Networks EdgeSwitch ES-16-150W-US Managed PoE+ Gigabit	1	\$ 332.50	\$ 332.50
24-PORT-PP	24 Port Patch Panel - 1U	1	\$ 142.50	\$ 142.50
PTCRD3	3' Patch Cord	11	\$ 2.38	\$ 26.13
APCBE500U	APC 500VA UPS Power Backup w/ Surge Protector	1	\$ 80.75	\$ 80.75
TRISRW9U	Tripp Lite SRW9U 9U SmartRack Wall Mount Rack Enclosure	0	\$ 285.00	\$ -
				\$ 581.88
CABLE COST				
CAT6P-OUTDOOR	Cat6 Plenum Outdoor Rated Black 1000ft	3	\$ 500.00	\$ 1,500.00
Misc Items	Cabling Bridal Rings J-hooks Tie-Wraps, Drag Lines, Elec. Tape, Conduit, straps, connectors, converters (WIRING BY OTHERS)	0	\$ -	\$ -
				\$ 1,500.00
Labor				
STRCT	Security Technician - Cabling Video Surveillance 7 x 300ft approx CAT6 run (BY OTHERS)	0	\$ 125.00	\$ -
STRST	Security Technician - Camera Install and Head End Panels Terminations, Patching	16	\$ 125.00	\$ 2,000.00
PMST	Field Coordination, Project Mgmt Meetings - Daily Documentation Reports.	4	\$ 125.00	\$ 500.00
SLCTST	Shop Drawings, Documentation and As Build Admins	2	\$ 100.00	\$ 200.00
PSLSSN	Labor Professional Services Senior Level Networking/Security Systems Engineer Professional Services to Program Configure and Provide Support to security systems activation team	8	\$ 150.00	\$ 1,200.00
FGHTSHP	Shipping - Freight deliveries	1	\$ 48.00	\$ 48.00
				\$ 3,948.00
			TOTAL:	\$ 19,509.43

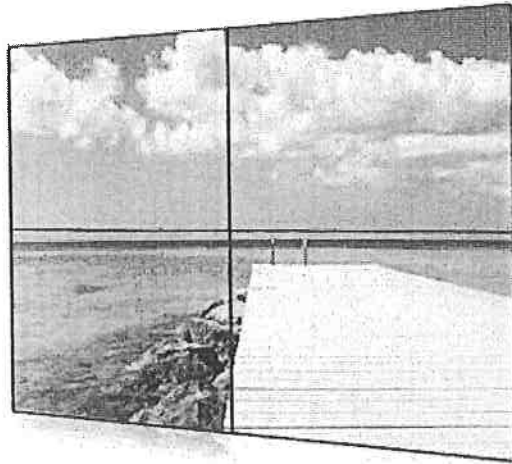
MONTHLY SUPPORT PLAN

Item	Description		Monthly	Yearly
SMA-SC-22	Plugout Support Plan Contract for Genetec Enterprise System with 22 IP/Analog Encoders only / mobile / Federation - support/upgrades/programming changes/maintenance for new equipment	12	\$ 130.06	\$ 1,560.75

*** Need 1 static IP address ***

Estimate #18266: Video Wall Medallion (optional)

MEDALLION VIDEO WALL (OPTIONAL)				
Item	Description	Qty	Price	Extended
SVW-300E-T4-1060-I7	Streamvault Workstation SVW-300E - Tower, Core i7-7700K, (1) 2.5" SFF Bay + (3) 3.5" LFF Bays, 16GB RAM, 1TB HDD, Windows 10 Pro, 256GBSSD, (2) 1GbE, NVIDIA GTX1060, Single PS, Genetec Security Center pre-installed. License sold separately.	1	\$ 3,322.15	\$ 3,322.15
SAMDC49-H-DC	Samsung H Series 49" Edge-Lit LED Display for Business Commercial Use	4	\$ 900.00	\$ 3,600.00
VESAMOUNTART	VESA Wall Mount display for Samsung monitors	4	\$ 200.00	\$ 800.00
CHIEF	Chief or equiv cable management enclosure for cables and power	1	\$ 250.00	\$ 250.00
HDMI	HDMI cable 6ft	4	\$ 35.00	\$ 140.00
CAT6e	CAT6e patch cable to network wall jack (will need access to server switch)	1	\$ 3.50	\$ 3.50
		0	\$ -	\$ -
** Network jack must be present with connection to security network or main network				\$ 8,115.65
Labor				
STRCT	Security Technician for video wall setup and installation	4	\$ 125.00	\$ 500.00
FGHTSHP	Shipping - Freight deliveries	1	\$ 140.00	\$ 140.00
				\$ 640.00
TOTAL:			\$	8,755.65



Estimate #18266: Summary

Location	Total
01 - Medallion	\$ 31,093.20
02 - Casey	\$ 23,208.13
03 - Connell	\$18,415.58
04 - Linden	\$ 19,509.43
Medallion Video Wall (optional)	\$ 8,755.65
Grand Total:	\$ 100,981.99

Limited Warranty on Sale

In the event that any part of the security system becomes defective, or in the event that any repairs are required, PLUGOUT agrees to make all repairs and replacement of parts without costs to the Client for a period of ninety (90) days from the date of installation. PLUGOUT reserves the option to either replace or repair the alarm equipment and reserves the right to substitute materials of equal quality at time of replacement or to use reconditioned parts in fulfillment of this warranty. This warranty does not include batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices that are no longer supported by communication pathways, obsolete components, and components exceeding manufacturer's useful life. PLUGOUT is not the manufacturer of the equipment and other than PLUGOUT's limited warranty Client agrees to look exclusively to the manufacturer of the equipment for repairs under its warranty coverage if any. Except as set forth in this agreement, PLUGOUT makes no express warranties as to any matter whatsoever, including, without limitation, the condition of the equipment, its merchantability, or its fitness for any particular purpose. PLUGOUT does not represent nor warrant that the security system may not be compromised or circumvented, or that the system will prevent any loss by burglary, hold-up, or otherwise; or that the system will in all cases provide the protection for which it is installed. PLUGOUT expressly disclaims any implied warranties, including implied warranties of merchantability or fitness for a particular purpose. The warranty does not cover any damage to material or equipment caused by accident, misuse, attempted or unauthorized repair service, modification, or improper installation by anyone other than PLUGOUT. PLUGOUT shall not be liable for consequential damages. Client acknowledges that any affirmation of fact or promise made by PLUGOUT shall not be deemed to create an express warranty unless included in this agreement in writing; that Client is not relying on PLUGOUT's skill or judgment in selecting or furnishing a system suitable for any particular purpose and that there are no warranties which extend beyond those on the face of this agreement, and that PLUGOUT has offered additional and more sophisticated equipment for an additional charge which Client has declined. Client's exclusive remedy for PLUGOUT's breach of this agreement or negligence to any degree under this agreement is to require PLUGOUT to repair or replace, at PLUGOUT's option, any equipment which is non-operational. This Limited Warranty is independent of and in addition to service contracted under paragraph 4(b)(ii) of this agreement. This Limited Warranty gives you specific legal rights and you may also have other rights which vary from state to state. If required by law, PLUGOUT will procure all permits required by local law and will provide certificate of workman's compensation prior to starting work.

Terms & Conditions

DELAY IN DELIVERY / INSTALLATION / RISK OF LOSS OF MATERIAL: PLUGOUT shall not be liable for any damage or loss sustained by Client as a result of delay in delivery and/or installation of equipment, equipment failure, or for interruption of service due to electric failure, strikes, walk-outs, war, acts of God, or other causes, including PLUGOUT's negligence or failure to perform any obligation. The estimated date work is to be substantially completed is not a definite completion date and time is not of the essence. In the event the work is delayed through no fault of PLUGOUT, PLUGOUT shall have such additional time for performance as may be reasonably necessary under the circumstances. Client agrees to pay PLUGOUT the sum of \$1,000 per day for each business day the work is re-scheduled or delayed by Client or others engaged by Client through no fault of PLUGOUT on less than 24 hour notice to PLUGOUT. If installation is delayed for more than one year from date hereof by Client or other contractors engaged by Client and through no fault of PLUGOUT, Client agrees to pay an additional 5% of the contract Purchase Price upon installation. Client assumes all risk of loss of material once delivered to the job site. Should PLUGOUT be required by existing or hereafter enacted law to perform any service or furnish any material not specifically covered by the terms of this agreement Client agrees to pay PLUGOUT for such service or material.

TESTING OF SECURITY SYSTEM: Security System, once installed, is in the exclusive possession and control of the Client, and it is Client's sole responsibility to test the operation of the Security System and to notify PLUGOUT if it is in need of repair.

CARE AND SERVICE OF SECURITY SYSTEM: Client agrees not to tamper with, remove or otherwise interfere with the Security System which shall remain in the same location as installed. All repairs, replacement or alteration of the security system made by reason of alteration to Client's premises, or caused by unauthorized intrusion, lightning or electrical surge, or caused by any means other than normal usage, wear and tear, shall be made at the cost of the Client. Batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices that are no longer supported by communication pathways, obsolete components and components exceeding manufacturer's useful life, are not included in warranty or service under paragraph 4(b) (ii) and will be repaired or replaced at Client's expense. No apparatus or device shall be attached to or connect with the security system as originally installed without PLUGOUT's written consent.

ALTERATION OF PREMISES FOR INSTALLATION: PLUGOUT is authorized to make preparations such as drilling holes, driving nails, making attachments or doing any other thing necessary in PLUGOUT's sole discretion for the installation and service of the security system, and PLUGOUT shall not be responsible for any condition created thereby as a result of such installation, service, or removal of the security system, and Client represents that the owner of the premises, if other than Client, authorizes the installation of the security system under the terms of this agreement.

CLIENT'S DUTY TO SUPPLY ELECTRIC AND TELEPHONE SERVICE: Client agrees to furnish, at Client's expense, all 110 Volt AC power, electrical outlet, ARC Type circuit breaker and dedicated receptacle, Internet connection, high-speed broadband cable or DSL and IP Address, telephone hook-ups, RJ31x Block or equivalent, as deemed necessary by PLUGOUT.

LIEN LAW: PLUGOUT or any subcontractor engaged by PLUGOUT to perform the work or furnish material who is not paid may have a claim against purchaser or the owner of the premises if other than the purchaser which may be enforced against the property in accordance with the applicable lien laws.

INDEMNITY / WAIVER OF SUBROGATION RIGHTS / ASSIGNMENTS: Client agrees to indemnify and hold harmless PLUGOUT, its employees, agents and subcontractors, from and against all claims, lawsuits, including those brought by third-parties or by Client, including reasonable attorneys' fees and losses, asserted against and alleged to be caused by PLUGOUT's performance, negligence or failure to perform any obligation under this agreement. Parties agree that there are no third-party beneficiaries of this agreement. Client on its behalf and any insurance carrier waives any right of subrogation Client's insurance carrier may otherwise have against PLUGOUT or PLUGOUT's subcontractors arising out of this agreement or the relation of the parties hereto. Client shall not be permitted to assign this agreement without written consent of PLUGOUT. PLUGOUT shall have the right to assign this agreement and shall be relieved of any obligations herein upon such assignment.

EXCULPATORY CLAUSE: PLUGOUT and Client agree that PLUGOUT is not an insurer and no insurance coverage is offered herein. The fire alarm, security system, equipment, and PLUGOUT's services are designed to detect and reduce certain risks of loss, though PLUGOUT does not guarantee that no loss or damage will occur. PLUGOUT is not assuming liability, and, therefore, shall not be liable to Client or any other third party for any loss, economic or non-economic, in contract or tort, data corruption or inability to retrieve data, personal injury or property damage sustained by Client as a result of equipment failure, human error, burglary, theft, hold-up, fire, smoke, water or any other cause whatsoever, regardless of whether or not such loss or damage was caused by or contributed to by PLUGOUT's negligent performance to any degree in furtherance of this agreement, any extra contractual or legal duty, strict products liability, or negligent failure to perform any obligation pursuant to this agreement or any other legal duty. In the event of any loss or injury to any person or property, Client agrees to look exclusively to Client's insurer to recover damages. Client releases PLUGOUT from any claims for contribution, indemnity or subrogation.

INSURANCE / ALLOCATION OF RISK: Client shall maintain a policy of public liability, casualty, fire, theft, and property damage under which Client is named as insured and PLUGOUT is named as additional insured and which shall cover any loss or damage PLUGOUT's services are intended to detect to one hundred percent of the insurable value or potential risk. The parties intend that the Client assume all potential risk and damage that may arise by reason of failure of the equipment, system or PLUGOUT's services. PLUGOUT shall not be responsible for any portion of any loss or damage which is recovered or recoverable by Client from insurance covering such loss or damage or for such loss or damage against which Client is indemnified or insured. Client and all those claiming rights under Client waive all rights against PLUGOUT and its subcontractors for loss or damages caused by perils intended to be detected by PLUGOUT's services or covered by insurance to be obtained by Client, except such rights as Client or others may have to the proceeds of insurance.

LIMITATION OF LIABILITY: Client agrees that should there arise any liability on the part of PLUGOUT as a result of PLUGOUT's negligent performance to any degree or negligent failure to perform any of PLUGOUT's obligations pursuant to this agreement or any other legal duty, equipment failure, human error, or strict products liability, that PLUGOUT's liability shall be limited to the sum of \$250.00 or 6 times the aggregate of monthly payments for services being provided at time of loss, whether economic or non-economic, in contract or tort, whichever is greater. If Client wishes to increase PLUGOUT's amount of limitation of liability, Client may, as a matter of right, at any time, by entering into a supplemental agreement, obtain a higher limit by paying an annual payment consonant with PLUGOUT's increased liability. This shall not be construed as insurance coverage.

LEGAL ACTION: The parties agree that due to the nature of the services to be provided by PLUGOUT, the payments to be made by the Client for the term of the services part of this agreement form an integral part of PLUGOUT's anticipated profits; that in the event of Client's default it would be difficult if not impossible to fix PLUGOUT's actual damages. Therefore, in the event Client defaults in any payment or charges to be paid to PLUGOUT, Client shall be immediately liable for any unpaid installation and invoiced charges plus 80% of the balance of all payments for the entire term of this agreement as liquidated damages and PLUGOUT shall be permitted to terminate all its services, including but not limited to terminating monitoring service, under this agreement and to remotely re-program or delete any programming without relieving Client of any obligation herein.

If PLUGOUT prevails in any litigation or arbitration between the parties, Client shall pay PLUGOUT's legal fees. In any action commenced by PLUGOUT against Client, Client shall not be permitted to interpose any counterclaim. The parties agree that they may bring claims against the other only in their individual capacity and not as a class action plaintiff or class action member in any purported class or representative proceeding. Subject to Client's right to bring any claim against PLUGOUT for up to \$1,000 in small claims court having jurisdiction, any dispute between the parties or arising out of this agreement, including issues of arbitrability, shall, at the option of any party, be determined by arbitration before a single arbitrator administered by Arbitration Services Inc., under its Arbitration Rules at www.ArbitrationServicesInc.com, except that no punitive damages may be awarded. The arbitrator is authorized to conduct proceedings by telephone, video or by submission of papers. Service of process or papers in any legal proceeding or arbitration between the parties may be made by First-Class Mail delivered by the U.S. Postal Service addressed to the party's address in this agreement or another address provided by the party in writing to the party making service. Client submits to the jurisdiction and laws of New York and agrees that any litigation or arbitration between the parties must be commenced and maintained in the county where PLUGOUT's principal place of business is located. The parties waive trial by jury in any action between them unless prohibited by law. Any action by Client against PLUGOUT must be commenced within one year of the accrual of the cause of action.

or shall be barred. All actions or proceedings against PLUGOUT must be based on the provisions of this agreement. Any other action that Client may have or bring against PLUGOUT in respect to other services rendered in connection with this agreement shall be deemed to have merged in and be restricted to the terms and conditions of this agreement, and this consent to arbitrate shall survive the termination of this agreement.

PLUGOUT'S RIGHT TO SUBCONTRACT SPECIAL SERVICES: Client agrees that PLUGOUT is authorized and permitted to subcontract any services to be provided by PLUGOUT to third parties who may be independent of PLUGOUT, and that PLUGOUT shall not be liable for any loss or damage sustained by Client by reason of fire, theft, burglary or any other cause whatsoever caused by the negligence of third parties. Client appoints PLUGOUT to act as Client's agent with respect to such third parties, except that PLUGOUT shall not obligate Client to make any payments to such third parties. Client acknowledges that this agreement, and particularly those paragraphs relating to PLUGOUT's disclaimer of warranties, exemption from liability, even for its negligence, limitation of liability and indemnification, inure to the benefit of and are applicable to any assignees, subcontractors, manufacturers, vendors and central station of PLUGOUT.

MOLD, OBSTACLES AND HAZARDOUS CONDITIONS: Client shall notify PLUGOUT in writing of any undisclosed, concealed or hidden conditions in any area where installation is planned, and Client shall be responsible for removal of such conditions. In the event PLUGOUT discovers the presence of suspected asbestos or other hazardous material, PLUGOUT shall stop all work immediately and notify Client. It shall be Client's sole obligation to remove such conditions from the premises, and if the work is delayed due to the discovery of suspected asbestos or other hazardous material or conditions then an extension of time to perform the work shall be allowed and Client agrees to compensate PLUGOUT for any additional expenses caused by the delay but not less than \$1000.00 per day until work can resume. If PLUGOUT, in its sole discretion, determines that continuing the work poses a risk to PLUGOUT or its employees or agents, PLUGOUT may elect to terminate this agreement on 3 day notice to Client and Client shall compensate PLUGOUT for all services rendered and material provided to date of termination. PLUGOUT shall be entitled to remove all its equipment and uninstalled equipment and material from the job site. Under no circumstances shall PLUGOUT be liable to Client for any damage caused by mold or hazardous conditions or remediation thereof.

NON-SOLICITATION: Client agrees that it will not solicit for employment for itself, or any other entity, or employ, in any capacity, any employee of PLUGOUT assigned by PLUGOUT to perform any service for or on behalf of Client for a period of two years after PLUGOUT has completed providing service to Client. In the event of Client's violation of this provision, in addition to injunctive relief, PLUGOUT shall recover from Client an amount equal to such employee's salary based on the average three months preceding employee's termination of employment with PLUGOUT, times twelve, together with PLUGOUT's counsel and expert witness fees.

SECURITY INTEREST / COLLATERAL: To secure Client's obligations under this agreement Client grants PLUGOUT a security interest in the security equipment installed by PLUGOUT and PLUGOUT is authorized to file a financing statement.

CREDIT INVESTIGATION: Client and any guarantor authorize PLUGOUT to conduct credit investigations from time to time to determine Client's and guarantor's credit worthiness.

FULL AGREEMENT / SEVERABILITY: This agreement along with the Schedule of Equipment and Services constitutes the full understanding of the parties and may not be amended, modified or canceled, except in writing signed by both parties, except PLUGOUT's requirements regarding items of protection provided for in this agreement imposed by Authority Having Jurisdiction. Client acknowledges and represents that Client has not relied on any representation, assertion, guarantee, warranty, collateral agreement or other assurance, except those set forth in this Agreement. Client hereby waives all rights and remedies, at law or in equity, arising, or which may arise, as the result of Client's reliance on such representation, assertion, guarantee, warranty, collateral agreement or other assurance. To the extent this agreement is inconsistent with any other document or agreement, whether executed prior to, concurrently with or subsequent to this agreement the terms of this agreement shall govern. This agreement shall run concurrently with and shall not terminate or supersede any existing agreement between the parties unless specified herein. Should any provision of this agreement be deemed void, the remaining parts shall be enforceable.

Billing & Payment

A fifty percent (50%) deposit is required with your approval to proceed. The remaining (50%) balance is payable on completion of the installation. All monthly payments are only accepted via ACH (automatic clearing house).

About Plugout

Plugout LLC is a privately-held company based in Englewood NJ, with affiliated offices in New York and Montreal. In 2004, Plugout began to provide video security solution and technical support to businesses and institutions via the sales and implementation of Best of Breed technology solutions.

We have over 14 years of experience in IT, video surveillance systems, Intrusion detection alarm systems and enterprise level electronic access control systems. We've completed installations in such diverse industries as education, corporate, housing, retail, hospitality, municipality and banking. We have staff that have been in the industry for over 25 years and collectively have worked on hundreds of buildings all over the tri-state area. We have strategic partnerships with several Enterprise Level manufacturers of security solutions

Strategic Partnerships

Plugout has been certified as a Microsoft Business Solutions Partner. As such, we are positioned to provide outstanding and quality service to our customers.

**Business Partner**

SOFTWARE HOUSE



invent

Panasonic
Security Systems**AXIS**
COMMUNICATIONS

This proposal is good for 30 days from the date of issue.

ACCEPTANCE OF PROPOSAL**1. AGREED TO PRICING**

Please see Pricing Summary Spreadsheet for detailed breakdown.

2. STATEMENT OF UNDERSTANDING - It is understood that endorsing this document

Executes a formal Agreement between Plugout and click or tap here to enter text.

- Authorizes Plugout to proceed with the services within this document;
Releases Plugout to procure material and schedule personnel required to start the Click or tap here to enter text.Security Project.

3. JOB INITIALIZATION DATA

Please provide the following information for Plugout to initialize project.

Client Purchase Order # for this project _____

Client Requested Project Completion Date _____

Client Project Manager Cell Phone _____

Client Project Manager Email _____

4. BILLING INFORMATION

Company Name _____

Attention (Department or Person) _____

Client Billing Address _____

City, State and Zip _____

Billing Contact Phone Number _____

Billing Contact Email Address _____

5. APPROVAL & ACCEPTANCE

Client Authorized Signature

Plugout Executor Signature

Print Name

John C. Aksoy
Print Name

Date

Date



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 21, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 21 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$50,892.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES: MEDALLION PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CASEY PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CONNELL PARKING GARAGE LOCATED ON NORTH WASHINGTON AVENUE, AND THE LINDEN STREET PARKING GARAGE; AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES.

Respectfully,

Jessica Eskra (s)
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ("DCED") FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS-MONROE COUNTY) IN THE AMOUNT OF \$75,000.00 FOR THE PURCHASE AND INSTALLATION OF A NEW LINER (MEMBRANE) FOR THE POOL AT THE NAY AUG PARK SWIM COMPLEX.

WHEREAS, the City of Scranton is desirous of obtaining funds from the Pennsylvania Department of Community and Economic Development ("DCED") for a Local Share Account Grant (Gaming Funds) Monroe County in the amount of \$75,000.00 for the purchase and installation of a new liner (membrane) for the pool at the Nay Aug Park Swim Complex. A copy of the grant application ("Grant Application") and supplemental items are attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton is requesting funding to support a restoration project at the Nay Aug Pool Complex which is made up of 2 Olympic size pools, a water slide, concession stands and locker room. The larger 50 year old pool has structural instabilities that have caused the pool to be closed permanently. The needs of the smaller pool with the water slides are manageable but if not addressed will force this pool to be closed as well indefinitely. This pool requires the existing membrane to be replaced with a new liner; and

WHEREAS, the City of Scranton is partnering with the Scranton Municipal Recreation Authority to provide funding in the amount of \$25,000 each to support the total cost of the project. Both the City and the Recreation Authority are dedicated to keep Nay Aug a staple of our community and to keep the swimming complex accessible to the public. The goals for the swimming complex are: replace the liner to keep the smaller pool and water slides open, fill the larger pool, and create a Splash Pad. This grant funding will help accomplish the first goal, to keep the pool and water slides open.

WHEREAS, this project is consistent with all existing regional, county or local comprehensive plan. The community impact will be the continued access to affordable recreational activities: For many, the Nay Aug Pool Complex is the only available access to a swimming pool. The Nay Aug Park Swimming Complex provides a place where the community can come together and promotes social diversity and inclusiveness as well as health benefits.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate city officials are hereby authorized to apply for and execute a Grant Application, and if successful, a Grant Agreement, and any and all related documentation which may be necessary to complete the grant application including but not limited to the Grant Application.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid, or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Maggie Perry
Grant Manager
570-558-8335
mamclane@scrantonpa.gov

October 3, 2019

Atty. Jessica Eskra
City of Scranton
340 North Washington Avenue
Scranton, Pa 18503

Re: Local Share Account Fund (Gaming Funds) Monroe County

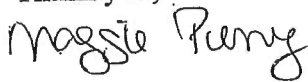
Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute the Pennsylvania Gaming Local Share Account funding through the Pennsylvania Department of Community and Economic Development. The purpose of this funding is to install purchase and install a new liner (membrane) for the pool at the Nay Aug Park swim complex. The City is requesting \$75,000 in grant funding for this project.

Attached is a copy of the grant application and supplemental items.

If you have any questions or concerns please feel free to contact me at 558-8335.

Thank you,



Maggie Perry
Grant Manager

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
DUNS Number:	
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Government
Company Name:	City of Scranton
NAICS Code	9211
FEIN:	XXXXXXXXXX
DUNS Number:	
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
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Web Application Id: 8345585

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Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Business Specifics

Current # of Full-time Employees:	
(In PA):	450
(World Wide:)	0
Minority Owned:	N/A
	Select
Woman Owned:	N/A
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Nay Aug Pool Complex

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	Arthur Avenue and Olive Street
City:	Scranton
State:	PA
Zip Code:	18510
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	City of Scranton Local	Scranton Municipal Recreational Authority Local	Total
Miscellaneous	\$75,000.00	\$25,000.00	\$25,000.00	
Liner (membrane) Replacement	\$75,000.00	\$25,000.00	\$25,000.00	\$125,000.00
Total	\$75,000.00	\$25,000.00	\$25,000.00	
			Budget Total:	\$125,000.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Contractor Estimates**Budget Narrative**

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The cost is based on correspondence regarding estimates between the Scranton Municipal Authority and three different vendors- Neuman Pools, Inc., Membrane Concepts and Coronados Pool Plaster, Inc.

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative**What do you plan to accomplish with this project?**

Identify the problem(s) that need to be resolved.

The City of Scranton is requesting funding to support a restoration project at the Nay Aug Park pool complex which is made up of 2 Olympic size swimming pools, a water slide, concession stands and locker room. The larger 50-year-old pool has structural instabilities, such as cracks in the foundation that are causing massive leakage, that have caused the pool to be close permanently. The needs of the smaller pool with the water slides are manageable but if not addressed will force this pool to be closed as well indefinitely. This pool requires the existing membrane to be replaced with a new liner. The current membrane is wrinkling and lifting at different spots throughout the pool making it a safety hazard and unusable.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The City of Scranton is partnering with the Scranton Municipal Recreation Authority and will utilize grant funding to purchase a new liner for the pool; both the City and the Rec Authority are dedicated to keep Nay Aug a staple of our community and to keep the swimming complex accessible to the public. The goals for the swimming complex are:

1. Replace the liner to keep the smaller pool and water slides open
2. Fill in the larger pool and create a Splash Pad

This grant funding will help accomplish the first goal, to keep the pool and water slides open.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Funding will be used to:

- drain pool and remove hydrostatic plugs to protect pool from shifting
- install 32 crosses of 12ft wide on the deep end and on the shallow end of 2x2 tile
- install 8 racing lanes
- install 81ft of 2x2 tile
- remove 487 ft of sealant

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

The Scranton Municipal Recreational Authority will remove the entire damaged liner from the pool in April 2020

The installation of the new membrane will be completed June 15, 2020 in order for the pool complex to be open for the 2020 season.

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. Project Description.docx [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. Timeline.docx [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. Budget.docx [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. Bids-Cost Estimates.pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. A letter of support for the project from the affected community;

Uploaded Documents

6. LSA Nay Aug support 2019.pdf [View](#)

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. Resolution.docx [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

8. scan_dbulzoni_2019-09-23-12-42-01.pdf [View](#)

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

2017 Audit Report.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309168

This page must accompany all required supplemental information Mail to:

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309168 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

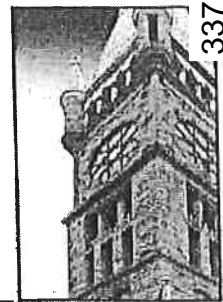


Signature: Maggie Perry

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

BUSINESS ADMINISTRATION

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

September 23, 2019

Ms. Mandy Book
Center for Community Enhancement
Commonwealth Keystone Building
400 North Fourth Street 4th Floor
Harrisburg, PA 17120-0225

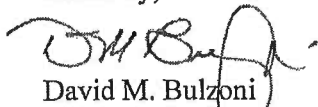
Re: Local Services Account Funding – Nay Aug Park Pool Complex Improvements

Dear Ms. Book:

Please accept this letter as a statement of support for the requested improvements to the nay Aug pool Complex. The project is multijurisdictional with cooperative funding from the City of Scranton and Scranton Municipal Recreation Authority. The pool complex is a significant recreational destination not only for residents of Scranton but also those who in surrounding communities. The City of Scranton and the Recreation Authority will provide individual funding components in the amount of \$25,000 to support the total cost of the project and the requisite matching amount to secure the grant funding.

Thank you for your assistance. Please contact me with any questions.

Sincerely,


David M. Bulzoni
City of Scranton
Business Administrator

Local Share Account Fund Monroe County
City of Scranton
Web Application #: 8345585

Project Description

The City of Scranton is requesting funding to support a restoration project at the Nay Aug Park pool complex. Established in 1893, Nay Aug Park has always been a major attraction for not only Scranton residents but also visitors to the area. City forefathers determined the need for a place of enjoyment and recreation within the city limits; Scranton's 9th Mayor W.L. Connell approved the purchase of two acres of land in Scranton's Hill Section around the Roaring Brook falls and gorge. Since its foundation, Nay Aug has doubled in size, over time the park included a zoo and amusement park. Today the park remains a recreational staple in the City of Scranton. Located within the park are walking trails, picnic areas, 2 playgrounds, the David Wenzel Treehouse which overlooks the gorge, the Everhart Museum and a swimming complex which includes 2 Olympic sized swimming pools with water slides.

Every year thousands of visitors utilize all Nay Aug Park has to offer, the most popular feature is definitely the swimming complex. Access to the swimming complex costs \$5 a day, however every Monday during the Summer there is no charge to swim; in just 3 "no pay" Mondays over 3,000 people utilized the swimming complex. Although not located in a designated low to moderate income area, many of the swimming complex patrons are from low to moderate income areas. At the end of each school year SMRA gives the Scranton School District hundreds of vouchers for the swimming process to be given to the children with the greatest economic need to ensure they will have access to the pool complex throughout the summer despite economic hardship. For many families, Nay Aug Park provides the only access to a pool available to them.

Local Share Account Fund Monroe County

City of Scranton

Web Application #: 8345585

The larger 50-year-old pool has structural instabilities, such as cracks in the foundation that are causing massive leakage, that have caused the pool to be close permanently. The needs of the smaller pool with the water slides are manageable but if not addressed will force this pool to be closed as well indefinitely. This pool requires the existing membrane to be replaced with a new liner. The current membrane is wrinkling and lifting at different spots throughout the pool making it a safety hazard.

The City of Scranton is partnering with the Scranton Municipal Recreation Authority and will utilize grant funding to purchase a new liner for the pool; both the City and the Rec Authority are dedicated to keep Nay Aug a staple of our community and to keep the swimming complex accessible to the public. The goals for the swimming complex are:

1. Replace the liner to keep the smaller pool and water slides open
2. Fill in the larger pool and create a Splash Pad

This project is consistent with consistent with all existing regional, county or local comprehensive plan. The community impact will be the continued access to affordable recreational activities; for many the Nay Aug Pool Complex is the only available access to a swimming pool. The Nay Aug Park Swimming Complex provides a place where the community can come together, promotes social diversity and inclusiveness while promoting health benefits.

Local Share Account Fund Monroe County
City of Scranton
Web Application #: 8345585

Budget:

The cost of the project is based on correspondence between the Scranton Municipal Recreational Authority and 3 different vendors- Membrane Concepts, Neuman Pools, Inc. and Coronados Pool Plaster, Inc. The cost is estimated to cost between \$125,000- \$150,000.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 21, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 21 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ("DCED") FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS-MONROE COUNTY) IN THE AMOUNT OF \$75,000.00 FOR THE PURCHASE AND INSTALLATION OF A NEW LINER (MEMBRANE) FOR THE POOL AT THE NAY AUG PARK SWIM COMPLEX.

Respectfully,

Jessica Eskra
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

APPOINTMENT OF CAROL ANN MIGLIORINO, 1114 MARION STREET, SCRANTON, PENNSYLVANIA, 18509 AS A MEMBER OF THE BOARD OF ETHICS FOR A ONE (1) YEAR TERM, AND HER EFFECTIVE DATE WILL BE AUGUST 29, 2019. HER TERM WILL EXPIRE ON AUGUST 31, 2020.

WHEREAS, the City adopted a revised Code of Ethics by File of the Council No. 51, 2019, establishing the composition of the Board of Ethics; and

WHEREAS, the Board of Ethics is to be composed of two (2) members appointed by the Mayor, two (2) members appointed by City Council, and one (1) member appointed by the City Controller; and

WHEREAS, the terms of the initial members shall be staggered, with one member serving a term of one year, two members serving for two years, and two members serving for three years, with the initial Board's staggered terms determined by lottery; and

WHEREAS, such lottery was conducted in the presence of the City Solicitor, City Clerk, and Deputy Controller; and

WHEREAS, Carol Ann Migliorino was selected as a result of the lottery to serve a one (1) year term; and

WHEREAS, since the Board was formed on August 29, 2019, her effective date shall be August 29, 2019 to ensure that the staggered terms do not conflict.

WHEREAS, the City Controller desires to appoint Carol Ann Migliorino as a member of the Board of Ethics for a one (1) year term. Ms. Migliorino's term will expire on August 31, 2020; and

WHEREAS, Carol Ann Migliorino has the requisite, experience, education and training necessary to act as a member of the Board of Ethics.

NOW, THEREFORE, BE IT RESOLVED that Carol Ann Migliorino, 1114 Marion Street, Scranton, PA 18509 is hereby appointed as a member of the Board of Ethics for a one (1) year term effective August 29, 2019. Her term will expire on August 31, 2020.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the

promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

City of Scranton
Pennsylvania

Roseann Novembrino
City Controller
Municipal Building
Scranton, Pennsylvania 18503
(570) 348-4125



Office of the City Controller
and Bureau of Investigations

October 9, 2019

City Council
Municipal Building
340 N. Washington Avenue
Scranton Pa, 18503

Dear Honorable Council:

I am submitting the name of Carol Migliorino 1114 Marion St. 18509, for the City of Scranton Board of Ethics

Respectfully,

Roseann Novembrino

Roseann Novembrino
City Controller



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 18, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 21 2019


OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF CAROL ANN MIGLIORINO, 1114 MARION STREET, SCRANTON, PENNSYLVANIA, 18509 AS A MEMBER OF THE BOARD OF ETHICS FOR A ONE (1) YEAR TERM, AND HER EFFECTIVE DATE WILL BE AUGUST 29, 2019. HER TERM WILL EXPIRE ON AUGUST 31, 2020.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40166 NORTH MAIN AVENUE AT SCHIFF'S DRIVEWAY AND JOHNSON COLLEGE DRIVEWAY UNDER PROPOSED PROJECT ECMS/MPMS # 105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET-COUNTY ROAD).

WHEREAS, it is necessary for the Director of the Department of Public Works to sign and submit the traffic signal application on behalf of the City of Scranton. A copy of the application is attached hereto as Exhibit "A" and incorporated herein by reference thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Director of the Department of Public Works is authorized to sign and submit the traffic signal application on behalf of the City of Scranton for Traffic Signal Permit No. 40166 North Main Avenue at Schiff's Driveway and Johnson College Driveway under proposed project ECMS/MPMS # 105713. This intersection, within the project limits, will receive traffic signal upgrades/modifications and new durable pavement marking. The overall project includes various roadway improvements to K-0107 (Main Avenue/Main Street-County Road).

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.




BUREAU OF ENGINEERING

101 WEST POPLAR STREET • SCRANTON, PENNSYLVANIA 18508 • PHONE: 570-348-4180 • FAX: 570-348-0197

MEMORANDUM

TO: Jessica Eskra, Esquire, City Solicitor

FROM:  John J. Pocius, P.E., P.L.S., City Engineer
LaBella Associates

DATE: October 14, 2019

RE: *Application for Traffic Signal Approval*
Traffic Signal Permit No. 40166
North Main Avenue at Schiff's Driveway and Johnson College Driveway

Enclosed is one copy (1) of TE-160 (6-12) Application for Traffic Signal Approval. Under proposed project (ECMS/MPMS # 105713), this intersection within the project limits will receive traffic signal upgrades/modifications and new durable pavement marking. The overall project includes various roadway improvements to K-0107 (Main Avenue/Main Street-County Road). There will be no cost to the City for these improvements.

We recommend that a Resolution be prepared and forwarded to City Council indicating that *"The Director of the Department of Public Works of the City of Scranton is authorized and directed to submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the City of Scranton"*.

The Application cannot be signed and dated and witnessed until after the Resolution is passed by City Council and approved by the Mayor. If there are any questions on this matter, please do not hesitate to contact me at (570)904-6189.

JJP/lmz

Z-11-04-30 ESKRA memo-Permit No40167-10-14-19

Enclosures

- c Dennis Gallagher, Director, Department of Public Works
- Donald J. King, AICP, City Planner
- Lori Reed, City Clerk
- David Bulzoni, City Business Administrator
- Christine Frey, P.E., GPI
- QA/QC C. File

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : Dennis Gallagher Title : Director of Department of Public Works

Municipal Name :City of Scranton

Municipal Address : 340 North Washington Avenue, Scranton, PA 18503

Municipal Phone Number : (570) 348-4180 Alternative Phone Number : (570) 357-4988

E-mail Address : dgallagher @ scrantonpa.gov

Municipal Hours of Operation : 6:00 a.m. to 2:00 p.m.

B - Application Description

Location (intersection) : North Main Avenue (K-0107) at Schiff's Driveway and Johnson College Driveway

Traffic Control Device is : ☐ NEW Traffic Signal ☒ EXISTING Traffic Signal (Permit Number) : 40166Type of Device (select one) ☒ Traffic Control Signal (MUTCD Section 4D, 4E, 4G) ☐ Flashing Beacon (MUTCD Section 4L) ☐ School Warning System (MUTCD Section 7B)☐ Other :Is Traffic Signal part of a system? : ☒ YES ☐ NO System Number (if applicable) :

If YES, provide locations of all signalized intersections in system.

North Main Avenue at I-81 Southbound Ramps Q and R (SR 0811); North Main Avenue at Schiff's Driveway and Johnson College Driveway; Main Street at Viewmont Drive and I-81 Northbound Ramps M and N (SR 0811)

Explain the proposed improvements :

Vehicular signal heads will be 12" LED with backplates. Pedestrian signals will be countdown LED type. Ped push buttons and related signs will be replaced. Optical emergency preemption detection and a generator adapter kit will be added. Pedestrian, All Red and Yellow times will be adjusted to meet current standards. Wired interconnect will be replaced with GPS time clock for coordination.

Associated with Highway Occupancy Permit (HOP)? : ☐ YES ☒ NO If YES, HOP Application # :

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

☐ Municipal Personnel ☐ Municipal Contractor ☒ Municipal Personnel & Contractor☐ Other :

Maintenance and Operations Contact Name : Dennis Gallagher Company/Organization : City of Scranton

Phone # : (570) 357-4988

Alternative Phone # : (570) 348-4180

E-mail : dgallagher@scrantonpa.gov

D - Attachments Listing

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Municipal Resolution (required) | <input type="checkbox"/> Location Map | <input type="checkbox"/> Traffic Volumes / Pedestrian Volumes |
| <input type="checkbox"/> Letter of Financial Commitment | <input type="checkbox"/> Photographs | <input type="checkbox"/> Turn Lane Analysis |
| <input type="checkbox"/> Traffic Signal Permit | <input type="checkbox"/> Straight Line Diagram | <input type="checkbox"/> Turn Restriction Studies |
| <input type="checkbox"/> Warrant Analysis | <input type="checkbox"/> Capacity Analysis | <input type="checkbox"/> Other : |
| <input type="checkbox"/> Crash Analysis | <input type="checkbox"/> Traffic Impact Study (TIS) | |
| <input type="checkbox"/> Traffic Signal Study | <input type="checkbox"/> Condition Diagram | |

EXHIBIT

tabbles

"A"

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



pennsylvania
DEPARTMENT OF TRANSPORTATION

County : LackawannaEngineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

E - Applicant (Municipal) Certification

The applicant desires to own, operate, and maintain the traffic control device in the location indicated above; and the Vehicle Code requires the approval of the Department of Transportation ("Department") before any traffic signals may be legally erected or modified. A signed Application for Traffic Signal Approval (TE-160) must be submitted in conformance with the instructions provided by the Department, and a Traffic Signal Permit must be issued, before any work can begin.

If the Department approves a traffic signal after a traffic engineering study and engineering judgment indicates the need, the traffic signal shall be installed, owned, operated, and maintained within the parameters indicated in the Vehicle Code and the Department's regulations relating to traffic signs, signals, and markings. The Department may direct appropriate alterations to the design or operation (including, but not limited to, hours of operation) of the traffic signal, or require removal of the traffic signal, if traffic conditions or other considerations necessitate alteration or removal.

All items associated with the traffic control device (geometric features, signs, signals, pavement markings, pedestrian accommodations, and other traffic control device associated items) are the applicant's responsibility. The Traffic Signal Permit will then document all of the items associated with operation of each traffic control device. The applicant, at its sole expense, shall provide the necessary inspection, maintenance, and operation activities in conformance with the Department's Publication 191 or as otherwise agreed to by the Department. The applicant shall perform the preventative and responsive maintenance requirements and recordkeeping in accordance with the exhibits specified below. If the applicant fails to provide the required inspection, maintenance, or operation services within thirty (30) days of receipt of written notice from the Department, the Department shall have the right to perform the required inspection, maintenance, or operation services in the applicant's stead and the applicant shall reimburse the Department for all costs incurred. Federal- and/or state-aid participation may be withheld on all future projects if the applicant fails to demonstrate to the Department the ability to provide all required maintenance and operation services. The applicant certifies that it has funds available and committed for the operation and maintenance of the traffic control device and that it will make available sufficient funds for all required future inspection, maintenance, and operation activities.

The applicant shall indemnify, save harmless and, defend (if requested) the Commonwealth of Pennsylvania, its agents, representatives, and employees from and against any damages recoverable under the Sovereign Immunity Act, 42 Pa. C.S. §§ 8521-8528, up to the limitations on damages under said law, arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of the applicant and for which a court has held applicant, its officials, or employees to be liable. This provision shall not be construed to limit the applicant in asserting any rights or defenses. Additionally, the applicant shall include in any contracts into which it enters for maintenance, operation, or inspection of the traffic control device this same obligation to indemnify the Commonwealth and its officers, agents, and employees; and it shall require its contractor(s) to provide public liability insurance coverage, naming the Commonwealth and the applicant as additional insureds for bodily injury, including death and property damage, in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence, it being the intention of parties to have the contractor fully insure and indemnify the Commonwealth and the applicant.

The applicant shall comply with the study and ordinance requirements of 75 Pa. C.S. § 6109. The applicant submits this application with the intention of being legally bound.

Neither this application nor any Traffic Signal Permit creates any rights or obligations with respect to parties other than the applicant and the Department. Third parties may not rely upon any representations made by either the applicant or the Department in connection with the submission or approval of this application or any work permitted or approved that is related to this application, as regards either payment of funds or performance of any particular item of maintenance precisely as specified.

The applicant agrees to comply with the attached Exhibits:

- Exhibit "A": Preventative and Response Maintenance Requirements (Sheet 3 of 5)
- Exhibit "B": Recordkeeping (Sheet 4 of 5)
- Exhibit "C": Signal Maintenance Organization (Sheet 5 of 5)

Printed Municipal Contact Name : Dennis Gallagher

Date : _____

Signed By : _____

Witness or Attest : _____

Title of Signatory : Director of Department of Public WorksTitle of Witness or Attester: City Solicitor

Exhibit "A":**Preventative and Response Maintenance
Requirements**

pennsylvania
DEPARTMENT OF TRANSPORTATION

County : LackawannaEngineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

Preventive Maintenance

The APPLICANT or its contractor will provide preventive maintenance for each individual component of the traffic signal installation covered by this application at intervals not less than those indicated in the Preventive Maintenance Summary, PA DOT Publication 191, current version. This is the recommended level of maintenance to keep the intersection control equipment and signals in mechanically, structurally and aesthetically good condition.

Response Maintenance

The APPLICANT or its contractor will provide response maintenance in accordance with the provisions of the Response Maintenance Schedule. It encompasses the work necessary to restore a traffic signal system to proper and safe operation. Includes Emergency Repair and Final Repair.

FINAL REPAIR:

Repair or replace failed equipment to restore system to proper and safe operation in accordance with permit within a 24-hour period.

EMERGENCY REPAIR:

Use alternative means or mode to temporarily restore system to safe operation within a 24-hour period. Final repair must then be completed within 30 days unless prohibited by weather conditions or availability of equipment.

Response Maintenance Schedule**KNOCKDOWNS**

Support - Mast arm
Support - Strain pole
Span wire/tether wire
Pedestal
Cabinet
Signal heads

TYPE OF REPAIR PERMITTED

Emergency or Final
Emergency or Final
Final Only
Emergency or Final
Emergency or Final
Final Only

EQUIPMENT FAILURE

Lamp burnout (veh. & ped.)
Local controller
Master controller
Detector sensor
 - Loop
 - Magnetometer
 - Sonic
 - Magnetic
 - Pushbutton
Detector amplifier
Conflict monitor
Flasher
Time clock
Load switch/relay
Coordination unit
Communication interface, mode
Signal cable
Traffic Signal Communications
Traffic Signal Systems

Final Only
Emergency or Final
Emergency or Final
Emergency or Final
Emergency or Final
Emergency or Final
Emergency or Final
Final Only
Final Only
Emergency or Final
Final Only
Emergency or Final
Emergency or Final
Final Only
Final Only
Final Only

Exhibit "B":
Recordkeeping



pennsylvania
DEPARTMENT OF TRANSPORTATION

County : Lackawanna

Engineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

Recordkeeping

Accurate and up-to-date recordkeeping is an essential component of a good traffic signal maintenance program. In recognition of this fact, the APPLICANT must prepare, retain, and make available to the COMMONWEALTH, on request, a record of all preventive and response maintenance activities performed on the traffic signal equipment covered by this application.

The APPLICANT shall establish a separate file for each installation and keep its records in the municipal building, signal maintenance shop, or other weather-protected enclosure.

At a minimum, the following records will be kept by the APPLICANT or its contractor for each traffic signal. These forms can be found in Section 10.0, Maintenance Record Forms, PA DOT Publication 191, current version.

FORM 1 - Master Intersection Record

This form, which lists all maintenance functions performed at the intersection, should be updated within one day of the activity but no more than one week later.

FORM 2 - Response Maintenance Record

Each time response maintenance is required at the intersection, this form is to be completed. Once the pertinent information is transferred to the master intersection record, this form is to be placed in the intersection file.

FORM 3 - Preventive Maintenance Record

This form will be used to provide a record of the preventive maintenance activities performed at each intersection. The date, the activities performed, and the signature of the person in charge of the work must be recorded in the form.

This form may be kept at the intersection, if it is adequately protected from the weather. Form 1 must be updated at the central file, however, to reflect the date and activity.

Exhibit "C":
Signal Maintenance Organization



County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

Personnel Classifications

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Traffic Engineer - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs.

Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
2. A working knowledge of the interaction between the following traffic characteristics: Intersection geometry, traffic flow theory, control type (fixed time, actuated, etc.), signal phasing and timing, and interconnection.
3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

Training

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Budget Requirements

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191..



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 22, 2019

RECEIVED

OCT 22 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40166 NORTH MAIN AVENUE AT SCHIFF'S DRIVEWAY AND JOHNSON COLLEGE DRIVEWAY UNDER PROPOSED PROJECT ECMS/MPMS # 105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET-COUNTY ROAD).

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40167 NORTH MAIN AVENUE AT INTERSTATE 81 SOUTHBOUND RAMP (SR 8011) UNDER PROPOSED PROJECT ECMS/MPMS # 105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET-COUNTY ROAD).

WHEREAS, it is necessary for the Director of the Department of Public Works to sign and submit the traffic signal application on behalf of the City of Scranton. A copy of the application is attached hereto as Exhibit "A" and incorporated herein by reference thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Director of the Department of Public Works is authorized to sign and submit the traffic signal application on behalf of the City of Scranton for Traffic Signal Permit No. 40167 North Main Avenue at Interstate 81 Southbound Ramps (SR 8011) under proposed project ECMS/MPMS # 105713. This intersection, within the project limits, will receive traffic signal upgrades/modifications and new durable pavement marking. The overall project includes various roadway improvements to K-0107 (Main Avenue/Main Street-County Road).

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.




BUREAU OF ENGINEERING

101 WEST POPLAR STREET • SCRANTON, PENNSYLVANIA 18508 • PHONE: 570-348-4180 • FAX: 570-348-0197

MEMORANDUM

TO: Jessica Eskra, Esquire, City Solicitor

FROM:  John J. Pocius, P.E., P.L.S., City Engineer
LaBella Associates

DATE: October 14, 2019

RE: *Application for Traffic Signal Approval*
Traffic Signal Permit No. 40167
North Main Avenue at Interstate 81 Southbound Ramps (SR 8011)

Enclosed is one copy (1) of TE-160 (6-12) Application for Traffic Signal Approval. Under proposed project (ECMS/MPMS # 105713), this intersection within the project limits will receive traffic signal upgrades/modifications and new durable pavement marking. The overall project includes various roadway improvements to K-0107 (Main Avenue/Main Street-County Road). There will be no cost to the City for these improvements.

We recommend that a Resolution be prepared and forwarded to City Council indicating that *"The Director of the Department of Public Works of the City of Scranton is authorized and directed to submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the City of Scranton"*.

The Application cannot be signed and dated and witnessed until after the Resolution is passed by City Council and approved by the Mayor. If there are any questions on this matter, please do not hesitate to contact me at (570)904-6189.

JJP/lmz

Z-11-04-30 ESKRA memo-Permit No40167-10-14-19

Enclosures

- c Dennis Gallagher, Director, Department of Public Works
- Donald J. King, AICP, City Planner
- Lori Reed, City Clerk
- David Bulzoni, City Business Administrator
- Christine Frey, P.E., GPI
- QA/QC C. File

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink

County : LackawannaEngineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : Dennis Gallagher Title : Director of Department of Public WorksMunicipal Name : City of ScrantonMunicipal Address : 340 North Washington Avenue, Scranton, PA 18503Municipal Phone Number : (570) 348-4180Alternative Phone Number : (570) 357-4988E-mail Address : dgallagher@scrantonpa.govMunicipal Hours of Operation : 6:00 a.m. to 2:00 p.m.

B - Application Description

Location (intersection) : North Main Avenue (K-0107) at I-81 Southbound Ramps Q and R (SR 0811)Traffic Control Device is : ☐ NEW Traffic Signal ☒ EXISTING Traffic Signal (Permit Number) : 40167Type of Device (select one) ☒ Traffic Control Signal (MUTCD Section 4D, 4E, 4G) ☐ Flashing Beacon (MUTCD Section 4L) ☐ School Warning System (MUTCD Section 7B)☐ Other : _____Is Traffic Signal part of a system? : ☒ YES ☐ NO System Number (if applicable) : _____
If YES, provide locations of all signalized intersections in system.North Main Avenue at I-81 Southbound Ramps Q and R (SR 0811); North Main Avenue at Schiff's Driveway and Johnson College Driveway; Main Street at Viewmont Drive and I-81 Northbound Ramps M and N (SR 0811)

Explain the proposed improvements :

Vehicular signal heads will be 12" LED with backplates. Pedestrian signals will be countdown LED type. Ped push buttons and related signs will be replaced. Optical emergency preemption detection and a generator adapter kit will be added. Pedestrian, All Red and Yellow times will be adjusted to meet current standards. Wired interconnect will be replaced with GPS time clock for coordination.Associated with Highway Occupancy Permit (HOP)? : ☐ YES ☒ NO If YES, HOP Application # : _____

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

☐ Municipal Personnel ☐ Municipal Contractor ☒ Municipal Personnel & Contractor☐ Other : _____Maintenance and Operations Contact Name : Dennis Gallagher Company/Organization : City of ScrantonPhone # : (570) 357-4988 Alternative Phone # : (570) 348-4180 E-mail : dgallagher@scrantonpa.gov

D - Attachments Listing

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Municipal Resolution (required) | <input type="checkbox"/> Location Map | <input type="checkbox"/> Traffic Volumes / Pedestrian Volumes |
| <input type="checkbox"/> Letter of Financial Commitment | <input type="checkbox"/> Photographs | <input type="checkbox"/> Turn Lane Analysis |
| <input type="checkbox"/> Traffic Signal Permit | <input type="checkbox"/> Straight Line Diagram | <input type="checkbox"/> Turn Restriction Studies |
| <input type="checkbox"/> Warrant Analysis | <input type="checkbox"/> Capacity Analysis | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Crash Analysis | <input type="checkbox"/> Traffic Impact Study (TIS) | |
| <input type="checkbox"/> Traffic Signal Study | <input type="checkbox"/> Condition Diagram | |

EXHIBIT

tabbies

" A "

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink

County : LackawannaEngineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

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☐ Other : _____

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| <input type="checkbox"/> Traffic Signal Study | <input type="checkbox"/> Condition Diagram | |

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



pennsylvania
DEPARTMENT OF TRANSPORTATION

County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

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- Exhibit "B": Recordkeeping (Sheet 4 of 5)
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Printed Municipal Contact Name :Dennis Gallagher

Date :

Signed By :

Witness or Attest :

Title of Signatory : Director of Department of Public Works

Title of Witness or Attester: City Solicitor

Exhibit "A":
Preventative and Response Maintenance
Requirements



County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

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Cabinet
Signal heads

TYPE OF REPAIR PERMITTED

Emergency or Final
Emergency or Final
Final Only
Emergency or Final
Emergency or Final
Final Only

EQUIPMENT FAILURE

Lamp burnout (veh. & ped.)
Local controller
Master controller
Detector sensor
 - Loop
 - Magnetometer
 - Sonic
 - Magnetic
 - Pushbutton
Detector amplifier
Conflict monitor
Flasher
Time clock
Load switch/relay
Coordination unit
Communication interface, mode
Signal cable
Traffic Signal Communications
Traffic Signal Systems

Final Only
Emergency or Final
Emergency or Final
Emergency or Final
Emergency or Final
Emergency or Final
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**Exhibit "B":
Recordkeeping**County : LackawannaEngineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

Recordkeeping

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**Exhibit "C":
Signal Maintenance Organization****pennsylvania**
DEPARTMENT OF TRANSPORTATION

County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

Personnel Classifications

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

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Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
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3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

Training

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Budget Requirements

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191..



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 22, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 22 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40167 NORTH MAIN AVENUE AT INTERSTATE 81 SOUTHBOUND RAMPS (SR 8011) UNDER PROPOSED PROJECT ECMS/MPMS # 105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET-COUNTY ROAD).

Respectfully,

A handwritten signature in dark ink, appearing to read "Jessica L. Eskra".

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE DEPARTMENT OF COMMONWEALTH FINANCING AUTHORITY OF THE COMMONWEALTH OF PENNSYLVANIA FOR A MULTIMODAL TRANSPORTATION FUNDS GRANT IN THE AMOUNT OF \$1,586,000.00 FOR THE COMPLETE REPLACEMENT OF THE ASH STREET BRIDGE.

WHEREAS, the City of Scranton is desirous of obtaining funds from the Department of Commonwealth Financing Authority of the Commonwealth of Pennsylvania for a Multimodal Transportation Fund Grant to be used for the complete replacement of the Ash Street Bridge in the amount of \$1,586,000.00; and

WHEREAS, Multimodal Transportation Fund provides grants to ensure a safe and reliable transportation system. It is intended to provide financial assistance in order to improve transportation assets to enhance communities, pedestrian safety and transit service; and

WHEREAS, the funds from this grant will be used to replace the Ash Street Bridge located in the 1900 block of Ash Street. This bridge was built in 1958 and currently has a Sufficiency Rating of 15.5 at this time, and soon will be limited to three (3) tons; the bridge is structurally deficient and structurally obsolete. The bridge is used by both vehicles and pedestrians; and

WHEREAS, the City of Scranton will provide a 30% cash match of \$475,800.00 for this project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the actions of the City of Scranton in submitting the Grant Application, substantially in the form attached hereto, are hereby ratified and further, the Mayor and other appropriate city officials are hereby authorized to execute and submit any additional related paperwork for this Grant, and to accept the grant funds to be used for the Project as detailed in the Gant Application.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid, or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally

enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

From: Marquerite McLane
Sent:
To:
Subject: DPW Grant
Attachments: Application1.pdf; ASH ST BRIDGE.pdf; Scranton- Ash St Multi 19.pdf; Ash Street Bridge Replacement Project Cost Estimate Dated 10-14-2019 (2).pdf

The City of Scranton is applying for grant funding through the Pennsylvania Department of Transportation Multimodal Transportation Fund for the purpose of replacing the Ash Street Bridge. The City is requesting \$1,586,000 in funding and is committing a \$475,800 match for the project. The project is expected to begin in 2020 and completed in 2022. Can you please send a request to City Council for a Resolution to apply for and execute this grant funding.

The application and cost estimate are attached. This is a very tight deadline, the application is due **November 8, 2019**.

If you have any questions just let me know.

Thanks!

Maggie Perry
Grant Manager
City of Scranton





Lackawanna County

REGIONAL PLANNING COMMISSION

October 23, 2019

*Lackawanna County
Commissioners*
Patrick M. O'Malley
Jerry Notarianni
Laureen A. Cummings

Maggie Perry, Grant Manager
City of Scranton
Scranton, PA 18508

Planning Commission
Harry Lindsay, Chairman
Rosemary Broderick
John Pocius
Bruce Zero, Esq.
Joseph Lorince
David Johns
Germaine Carey
Cindy Campbell

RE: City of Scranton PENNDOT Multi-modal Transportation Fund Application-
Ash Street Bridge Replacement

Dear Ms. Perry:

Please be advised that the Lackawanna County Regional Planning Commission has reviewed the information submitted by your office for funding through the Department's Multimodal Transportation Fund. The funds requested would be used for replacement of the Ash Street Bridge in the City. The information provided documents the need for replacement over rehabilitation of this vital connector in the city's transportation network.

The LCRPC has reviewed similar projects in the past for the system in the City and determined that this project is in conformance with the City of Scranton Comprehensive Plan and the Lackawanna-Luzerne Regional Plan along with the Lackawanna Luzerne Long Range Transportation Plan.

The LCRPC recommends a favorable and expeditious processing by PENNDOT of the application for this project.

Very truly yours,

Steve Pitoniak
Planning Department
Manager

MTF Funding Site



2020 MTF Applications

** NOTE ** Please use Ctrl-P or your browser print option to open printer dialog box Return to Application			
Project ID N/A	Application Status Draft	Project Title Ash Street Bridge Project	
Project Summary The City of Scranton is requesting funding to replace the Ash Street Bridge located in east Scranton.			
Primary County Lackawanna	Municipality Scranton (City)	Project Cost \$2,061,800	Amount Req
Location Description The Ash Street Bridge is located in the 1900 of Ash Street			
Project Latitude 41.408219	Project Longitude -75.635339	Map Link of Project	
Applicant City of Scranton	Applicant Type Municipality	Federal ID Number 24-6000704	
Street Address 340 N. Washington ...	City Scranton	State PA	Zip Code 18503
First Name Maggie	Last Name Perry	Suffix	Job Title/Position Grant Manager
Email mamclane@scranto...	Phone Number 570-558-8335	Website	
Statement of the Problem The City of Scranton is requesting funding to replace the Ash Street bridge, located in the 1900 block of Ash Street. This bridge was built in 1958 and currently has a Sufficiency Rating of 15.5. At this time soon will be limited to 3 Tons; the bridge is structurally deficient and structurally obsolete.			
Proposed Solutions and Actions The City is proposing complete replacement of the Ash Street bridge			
Multimodal nature of the project - Does the project incorporate more than one mode of transportation? Please describe. This bridge is utilized by both vehicles and pedestrians.			
Describe the economic conditions of the region where the project is located - What is the unemployment rate in the this project will increase opportunities of local employment. The City of Scranton is an Act 47 Distressed City with an unemployment rate of 4.7%.			
Consistency with local, regional, and statewide planning - Is the proposed project consistent with and supportive of local and regional statewide plans and initiatives? Please explain. Yes the proposed project is consistent with local and regional statewide plans and initiatives.			
Benefits to safety, mobility, and transportation system integration - Does the project address a demonstrated safety or activity enhance mobility? Please explain. Yes the project demonstrates a safety need because the bridge is structurally deficient making it a safety hazard. This bridge to residents in the Bunker Hill section of Scranton and the rest of the City.			
Level of matching investment in the project - Increased consideration will be given to those projects that have a greater matching funds requirement and local financial support. Provide letters of funding commitments. What amount of matching			

The City of Scranton will provide a 30% cash match of \$475,800 for this project.

Number and quality of jobs - Increased consideration will be given to jobs created or preserved in Pennsylvania by the number of construction and permanent jobs created or preserved? (Please give a full-time equivalent based upon a 40-hour

Regional nature of the project - Are there other projects planned in the region that this project links to, is a part of, or do Describe how any planned or scheduled projects (Federal, State, Local, or Private) may impact this proposal. List any pending private development activities that are known at this time and how they will impact this proposal.
N/A

Energy efficiency - Does the project involve energy efficiency measures? If so, please describe and identify the calculated
N/A

Operational sustainability - Once the project is completed, will it sustain itself financially? Does the project require ongoing so, is there a commitment to provide ongoing operating funds for the life of the project?
The City of Scranton will maintain the bridge once construction is complete

Is the project designed?
No, the design and permitting of the structure will take approximately 12 months to complete depending on approvals by appropriate agencies

Project Construction - Is the project ready to go to construction?
The bridge will be ready for construction 12 months from notice funding award.

Local Approval - Do you have the necessary local approval?
Yes.

Selection Procedure - Has a consultant been selected in compliance with Pub 93 or equivalent qualifications-based selection
Yes

Money Expended - Have monies been expended? (Please note that money already expended may not be eligible for reimbursement)
Not at this time

Grant Agreement
- Will you be able to execute the grant agreement within one year of award?
Yes

Three Year Grant - Will you be able to draw down the grant within three years?
Yes the timeline for the project is as follows: Design Phase- 12 months Advertising and Bidding Phase- 2 months Construction Phase- 12 months The project will be complete within 28 months of the start

Technical and financial feasibility of the project - Applicants must show all financial commitments will be in place to accomplish and ensure the project will be fully completed with the use of these funds.
All financial commitments will be in place in time for construction and the project will be fully completed with the use of the proposed time frame. Design Phase- 12 months Advertising and Bidding Phase- 2 months Construction Phase- 12 months

Environmental impact - Describe any potential impact on environmental features or public controversy on environmental project require environmental clearance? If so, has the environmental clearance been obtained? If not, it will be required to PennDOT MTF process.

There is not expected environmental impact

If yes, by whom - FHWA, USACOE, PennDOT?

N/A

Right-of Way - Describe any needed or acquired temporary or permanent property rights.
The City of Scranton has Right-of Way regarding the Ash St. bridge

PennDOT Involvement

- Has PennDOT been made aware of the proposed project? Have meetings been held with PennDOT involvement? If so, with PennDOT 4-9 is award of the Ash Street bridge project; the City has submitted it to be included in the Capital Bridge Project Authorization Bill.

****Current Project Status** Ready to begin pre-construction work

Milestone	Start Date	End Date	Local Match Funding	Local Match Funding Source
Administrative				Select
Contingency				Select
Pre-Engineering				Select
Env. Clearance				Select
Final Design	1/2/2020	12/31/2020	\$45,000	Municipal / Boro / City / Twp / County Funds
Right of Way	1/2/2020	12/31/2020	\$7,200	Municipal / Boro / City / Twp / County Funds
Utilities	10/2/2020	12/31/2020	\$3,600	Municipal / Boro / City / Twp / County Funds
Construction	1/2/2021	12/31/2021	\$420,000	Municipal / Boro / City / Twp / County Funds
Inspection				Select
Totals			\$475,800	

Percent of Local Matching Funds to Amount Requested

Contingency percent cannot exceed 5% of the grant request

Admin. percent cannot exceed 2% of the grant request

Eng. percent cannot exceed 10% of the grant request

Please list additional funding you have in place. Identify the source of the funding and the amount. You may also include doc "Attachment" page.

Please list the name, organization, and position/title of individuals who support this project. You may also include letters of s "Attachment" page.

Click here to attach a file


BUREAU OF ENGINEERING

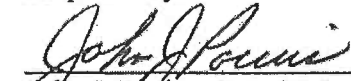
101 WEST POPLAR STREET • SCRANTON, PENNSYLVANIA 18508 • PHONE: 570-348-4180 • FAX: 570-348-0197

October 14, 2019

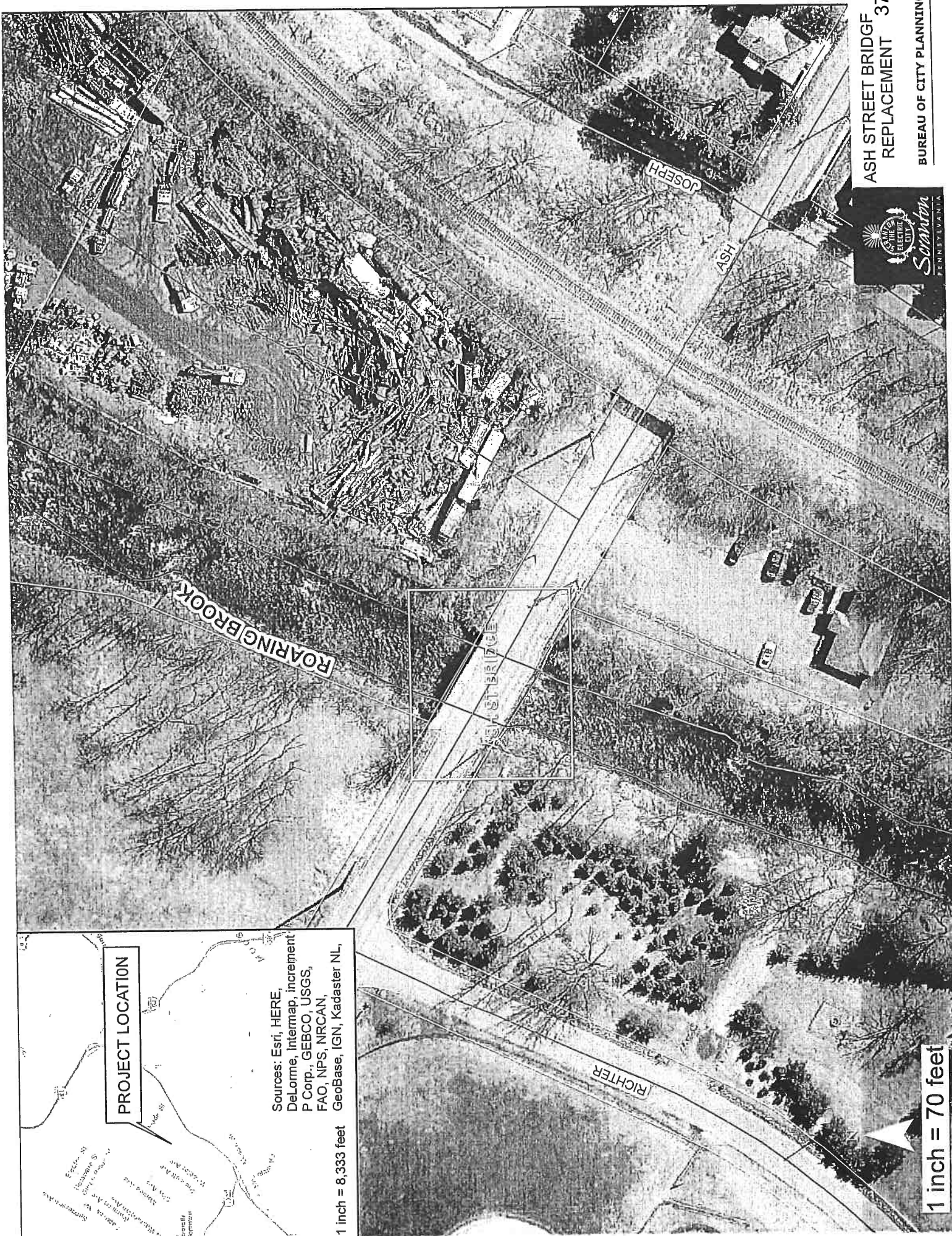
ASH STREET BRIDGE REPLACEMENT PROJECT

<u>Phase</u>	<u>Project Cost Estimate</u>	<u>Municipal Share (30%)</u>
Engineering/Design	\$150,000	\$45,000
Utilities	\$12,000	\$3,600
Right-of-Way	\$24,000	\$7,200
Construction	<u>\$1,400,000</u>	<u>\$420,000</u>
TOTAL	\$1,586,000	\$475,800

Prepared By:


 John J. Pocius, P.E., PLS
 Labella Associates
 City Engineer

Z:2011 proj. 11-04-30 Ash st. bridge replacement-I cost estimate-10-14-19



PROJECT LOCATION

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL,

1 inch = 8,333 feet



ASH STREET BRIDGE 372
REPLACEMENT
BUREAU OF CITY PLANNING

PROJECT LOCATION

Sources: Esri, HERE, DeLorme, Intermap, Increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL,

1 inch = 8,333 feet

1 inch = 70 feet



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

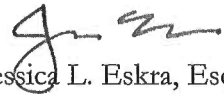
RECEIVED
OCT 24 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE DEPARTMENT OF COMMONWEALTH FINANCING AUTHORITY OF THE COMMONWEALTH OF PENNSYLVANIA FOR A MULTIMODAL TRANSPORTATION FUNDS GRANT IN THE AMOUNT OF \$1,586,000.00 FOR THE COMPLETE REPLACEMENT OF THE ASH STREET BRIDGE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

ESTABLISHING PERMIT PARKING ON THE EVEN SIDE OF THE 900 BLOCK OF JEFFERSON AVENUE.

WHEREAS, the City of Scranton has developed a permit parking program whereby a citizen or group of citizens may request that a given right of way be designated permit parking; and

WHEREAS, residents of the 900 Block of Jefferson Avenue have petitioned City Council for permit parking for the 900 Block of Jefferson Avenue, and a copy of the petition is attached hereto as Exhibit "A" and incorporated herein and made a part hereof; and

WHEREAS, the petition was been sent to the Highway Division of the Scranton Police Department for review and evaluation; and

WHEREAS, the Scranton Police Department conducted a parking study at this location, and, based on the results of that study, are recommending that permit parking be established on the even side of the 900 block of Jefferson Avenue. See correspondence dated September 16, 2019 from Chief Carl R. Graziano of the Scranton Police Department confirming this designation attached hereto marked as Exhibit "B and made a part hereof.

WHEREAS, the Ordinance establishing the permit parking program requires that streets or parts thereof to be designated as permit parking be designated by the Police Department (the "Administrator") and approved by the governing body after public hearing on the issue.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the even side of the 900 block of Jefferson Avenue is hereby designated as permit parking only subject to the rules and restrictions as set forth in the Scranton Code pertaining to the residential permit parking program.

SECTION 1. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

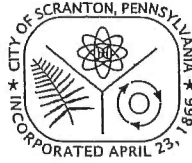
SECTION 3. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

Council of the City of Scranton

340 No. Washington Avenue • Scranton, Pennsylvania 18503 • Telephone (570) 348-4113 • Fax (570) 348-4207

Lori Reed
City Clerk

Amil Minora, Esq.
Counsel



Pat Rogan, President
Timothy Perry, Vice President
William Gaughan
Wayne Evans
Kyle Donahue

July 1, 2019

Chief Carl Graziano
Scranton Police Department
100 South Washington Avenue
Scranton, PA 18503

Dear Chief Graziano:

Scranton City Council has received a petition for **Permit Parking** on the 900 block of Jefferson Avenue. (A copy of the petition is attached).

We would appreciate if you could please have your department assess this situation and let our office know the findings and recommendations.

Sincerely,

Lori Reed
City Clerk

Enclosure

cc: Mrs. Michele Wilk
Scranton City Council

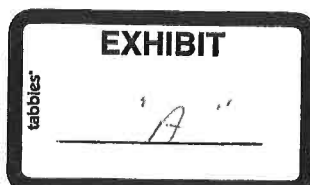
PERMIT PARKING PETITION

We, the undersigned residents and taxpayers, residing at
900 BLOCK JEFFERSON AVENUE in the City of Scranton, PA
 respectfully petition your Honorable Body to designate
EVEN SIDE 900 BLOCK JEFFERSON as a "Permit Parking Only" area

Contact person circulating petition: MICHELE WILK
(name)
 Phone #: 570-498-3850 922 JEFFERSON AVENUE
(address)

NAME	ADDRESS
<u>MICHELE A. WILK</u>	<u>922 JEFFERSON AVENUE</u>
<u>MARK EVANS</u>	<u>930 JEFFERSON AVE</u>
<u>EUGENE PIVOVARNIK</u>	<u>934 JEFFERSON AVE</u>
<u>VIATCHESLAV KHAMKOV</u>	<u>926 JEFFERSON AVE</u>

REMARKS:



To: Council of the City of Scranton

Date: June 24, 2019

We as homeowners in the 900 block of Jefferson Avenue request an evaluation for Permit parking on the even side of our street. Garvin Metal Roofing Company has grown so large that every day they are parking between 30-40 vehicles which include pickup trucks, utility trailers, employee parking plus tractor trailers delivering materials. These vehicles are in and out from dawn till dusk and beyond. The front area of their building is usually blocked off for material storage, so they park on our side of the street. We are finding it increasing hard to find parking near our homes.

This situation should also be evaluated for safety reasons. Tractor trailers park on Jefferson Avenue while being unloaded by forklifts driven onto the street. The same occurs with trucks being loaded with materials. Trailers loaded with materials are often parked on the street overnight and sometimes longer. The congestion caused by this business is especially concerning since Regional Hospital is a block away with Jefferson Avenue being a main artery to the hospital. A recently opened convenient market, on the corner of Jefferson and Ash Streets, has also resulted in an increase in both vehicle and foot traffic.

Thank you for your consideration in this matter.

Homeowners in the 900 Block of Jefferson Avenue

Scranton Police Department
Superintendent of Police
Chief Carl R. Graziano

Scranton Police Headquarters
 100 South Washington Avenue
 Scranton, Pennsylvania 18503

Email: cgraziano@scrantonpa.gov



**Be Part of
The Solution**

September 16, 2019

Attorney Jessica Eskra
 Solicitor
 City of Scranton
 100 South Washington Avenue
 Scranton, Pa. 18503

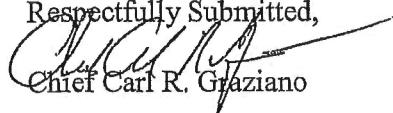
Attorney Eskra,

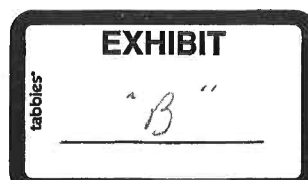
Scranton City Council previously informed us that they had received a petition from residents in the 900 block of Jefferson Avenue requesting permit parking be established on that block. City Council requested that we evaluate this location and make a recommendation on this request. Our Highway Division conducted a parking survey, as per city ordinance, to determine if this location qualifies for permit parking and to further make a recommendation for the same. The Scranton Police Highway Division has made the following observations while conducting the survey of the area:

- 1) 900 block of Jefferson Avenue is located in the City's hill section running north to south.
- 2) This block is located between Myrtle Street and Ash Street. At the time of my inspections I did observe the residential side of the street did have off street for all residences.
- 3) During the period between the hours of 7:00 a.m. and 8:30 p.m. on a weekday 70% or more of the legal on-street parking capacity was not available and 10% or more of the vehicles parked (or standing) on the streets in the area were not registered in the name of a person residing in this area.
- 4) Due to the findings in paragraph 3, permit parking does qualify at this time on the even side of the street.

With this recommendation I am respectfully requesting the Law Department to review this matter and if it is concurred to draft legislation for council's consideration of implementing permit parking on the even side of the 900 block of Jefferson Avenue. Please contact me if you have any questions or concerns on this matter. Thank You.

Respectfully Submitted,


 Chief Carl R. Graziano





DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

September 30, 2019

RECEIVED

OCT - 1 2019

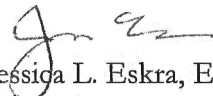
OFFICE OF CITY
COUNCIL/CITY CLERK

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE ESTABLISHING PERMIT PARKING ON
THE EVEN SIDE OF THE 900 BLOCK OF JEFFERSON AVENUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH FOX ROTHSCHILD LLP TO PROVIDE LEGAL SERVICES TO THE CITY OF SCRANTON IN THE REFUSE CLASS ACTION LITIGATION.

WHEREAS, a request for Proposals was advertised for the City of Scranton for legal representation the refuse class action litigation and two (2) proposals were submitted for review; and

WHEREAS, after review of the proposals submitted, it was determined that it would be in the best interest of the City to award the Contract to Fox Rothschild LLP for the reasons provided in the attached Memorandum from the City Solicitor.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are authorized to execute and enter into a Contract, substantially in the form attached hereto marked as Exhibit "A" and incorporated herein by reference thereto with Fox Rothschild LLP for the City of Scranton for legal representation in the refuse class action litigation.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

CONTRACT

This contract entered into this ____ day of _____ 2019 effective for the duration of the litigation by and between the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503, hereinafter called "Scranton" and

FOX ROTHSCHILD LLP
10 SENTRY PARKWAY, SUITE 200
P.O. 3001
BLUE BELL, PA 19422
PHONE NO. (610) 397-6500

hereinafter called "Contractor".

WITNESSETH:

WHEREAS, Scranton desires the Contractor to perform certain work and services in accordance with the terms and conditions hereinafter set forth and the Contractor is ready, willing and able to perform such work and services.

NOW THEREFORE, in consideration of the promises contained herein and the promises each to the other made, the parties do agree and intend to be legally bound as follows:

ARTICLE I - CATEGORY OF WORK AND SERVICES

The work and services to be performed by Contractor shall be in the general fields of providing City of Scranton Legal Services Litigation Class Action Refuse. The Contractor hereby covenants, contracts and agrees to furnish Scranton with:

LEGAL SERVICES REPRESENTING CITY OF SCRANTON IN THE
REFUSE CLASS ACTION LITIGATION IN THE MATTER OF
GUIFFRIDA, ET AL. V. CITY OF SCRANTON IN LACKAWANNA
COUNTY COURT OF COMMON PLEAS (DOCKET NO. 2016-CV-6933)
PER THE ATTACHED BID PROPOSAL AND SPECIFICATIONS AT A
PROPOSED HOURLY RETE OF \$330.00

Said services to be furnished and delivered in strict and entire conformity with Scranton's Specifications marked as Exhibit "A" attached hereto and incorporated herein by reference thereto and the Bid Proposal submitted by Fox Rothschild LLP dated September 3, 2019 attached hereto marked as Exhibit "B" and incorporated herein by reference thereto. Said Bid Proposal and Specifications are hereby made part of this Agreement as fully and with the same effect as if set forth at length herein.

ARTICLE II - GENERAL

(1) In the performance of the work and services hereunder, the Contractor shall act solely as an independent contractor, and nothing contained or implied shall at any time be so construed as to create the relationship of employer and employee, partnership, principal/agent, or joint adventurer as between Scranton and the Contractor.

(2) Failure of either party to enforce any of its rights hereunder shall not constitute a waiver of such rights, or of any other rights hereunder.

ARTICLE III - FEES

Said services to be furnished and delivered in strict and entire conformity with the Bid Proposal and Specifications attached hereto. Said Bid Proposal and Specifications are incorporated herein by reference as though set forth at length.

Scranton agrees to pay the Contractor for furnishing the above services if said services are provided in full compliance with the terms and conditions of this Contract to the satisfaction and approval of the Business Administrator. Such approval shall not be unreasonably withheld. The terms and conditions of this contract are set forth herein and may be supplemented by any attachments or exhibits incorporated herein by reference.

ARTICLE IV - INDEMNIFICATION

The Contractor shall indemnify, defend, and hold harmless Scranton from and against any and all claims and actions, based upon or arising out of damage to property or injuries to person or other acts caused or contributed to by Contractor or anyone acting under the Contractor's direction or control or on the Contractor's behalf in the course of the Contractor's performance under this contract.

ARTICLE V - INSURANCE

- (1) Contractor represents that it now carries, and agrees it will continue during the term of this Contract to carry, at a minimum: Professional Liability Insurance in the following amount:

TYPE OF INSURANCE

LIMITS OF LIABILITY

Professional Liability

\$1,000,000.00 each occurrence
\$1,000,000.00 aggregate

- (2) Certificates of all insurance provided by the Contractor shall be available for Scranton's review and will be furnished to Scranton if requested. Such copies of certificates shall include the following:

- (a) Name of insurance company, policy number, and expiration date;
- (b) The coverage required and the limits on each, including the amount of deductibles or self-insured retentions (which shall be for the account of the Contractor);
- (c) A statement indicating Scranton shall receive thirty (30) days notice of cancellation or significant modification of any of the policies which may affect Scranton's interest;
- (d) A statement confirming Scranton has been named an additional insured (except for Worker's Compensation) on all policies; and
- (e) A statement confirming that Scranton, its agents and employees, have been provided a waiver of any rights or subrogation, which the Contractor may have against them.

ARTICLE VI: TERMINATION OF CONTRACT

If through any cause the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or in the event of violation of any of the covenants contained herein, or in the event of violation of the laws applicable to implementation of the project contemplated by this Agreement, or in the event of misuse of funds, mismanagement, criminal activity or malfeasance in the implementation of this Agreement, Scranton shall thereupon have the right to terminate this Agreement by giving written notice to the CONTRACTOR specifying the effective date of termination. Said notice shall be given in writing to the CONTRACTOR and will be effective upon receipt by the CONTRACTOR. In

such an event, all project records, unused grant monies, and such amounts as may have been expended contrary to the terms of this Agreement shall be returned to the Scranton.

ARTICLE VII: DEFAULT

In the event of a default by Contractor under this Agreement, the defaulting party then shall reimburse the non defaulting party for all costs and expenses incurred by the non defaulting party in connection with the default, including without limitation, court costs and attorneys fees at the trial level and on appeal.

ARTICLE VIII: JURISDICTION

This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and all obligations hereunder are to be performed in Lackawanna County, Pennsylvania. Jurisdiction over the subject matter and performance of this Agreement is therefore vested in the Lackawanna County Court of Common Pleas.

ARTICLE IX - ENTIRE AGREEMENT

This contract constitutes the entire agreement between Scranton and Contractor. It supersedes all prior contemporaneous communications, representations, or agreements, whether oral or written, with respect to the subject matter thereof and if it has been induced by no representations, statements, or agreements other than those expressed. No agreement hereafter made between the parties shall be binding on either party unless reduced to writing and signed by an authorized officer of the party sought to be bound thereby.

IT IS FURTHER UNDERSTOOD AND AGREED that this contract is entered into under and subject to the provisions of the Act of Assembly of the Commonwealth of Pennsylvania, approved March 7, 1901, its supplements and amendments, and the liability of the City of Scranton herein limited to the amount appropriated for the same and subject to the Section 6-13 of the Administrative Code of the City of Scranton which limits payments of money out of the City Treasury to appropriations made by the Council.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF the parties hereto have, in due form of law, caused this agreement to be executed the day and year first above written.

ATTEST:

CITY CLERK

BY: _____
MAYOR

DATE: _____

DATE: _____

COUNTERSIGNED:

CITY CONTROLLER

CITY SOLICITOR

DATE: _____

DATE: _____

APPROVED AS TO FORM:

CITY SOLICITOR

DATE: _____

FOX ROTHSCHILD LLP

BY:

TITLE: _____

DATE: _____

MEMORANDUM

TO: Wayne Evans, Mayor
David Bulzoni, Business Administrator

FROM: Jessica Eskra, Esquire
City Solicitor/Deputy Mayor

DATE: October 2, 2019

RE: Legal Services – Refuse Class Action Litigation – RFQ Award

The City of Scranton received two (2) proposals for legal services for the refuse class action litigation. Proposals were received from Fox Rothschild LLP and Stevens & Lee.

The first firm, Fox Rothschild LLP, has nine hundred fifty (950) attorneys within its firm, with four (4) attorneys designated specifically to the defense of this case. The attorneys assigned to this matter would be from the Blue Bell/Warrington, Pennsylvania office. They proposed hourly rates of \$330 for attorneys and \$155 for paralegals. With regard to their class action experience, they have successfully defended twenty five (25) large class action suits. While their experience with municipal law is unspecified, their approach to this matter would be to pursue an early dismissal of the suit, or, if unsuccessful on dismissal, to dramatically narrow the scope of the suit. Additionally, they have committed to assisting the City with publicity related matters connected with this class action.

The second firm, Stevens & Lee, has a total of forty (40) attorneys, and will assign six (6) attorneys to the defense of this matter, who are conveniently located in its Scranton office. The firm has proposed \$410 per hour for attorneys, and \$195 per hour for paralegals. Upon review of the firm's class action experience, they highlight that they have tried fifty nine (59) large cases, with thirteen (13) of those matters having been successfully resolved. Turning to their municipal experience, it appears that they have an extensive background in this area, with one attorney being very experienced in the area of municipal law, and another having experience specifically with municipal waste laws.

The credentials provided by both firms for the attorneys that would be directly responsible for oversight and representation in this class action were impressive and more than adequate to zealously defend the City in this suit. Additionally, both firms have certified that upon review of a list of Cabinet members and Councilmen/women, as well as the Mayor, and the City's recently adopted Ethics Code, they do not have a conflict that would preclude the award of this contract.

Based upon the foregoing, and given that both firms are qualified for this matter, it is in the best interests of the City to minimize costs associated with defense of this class action. To that end, I recommend the contract be awarded to the lowest cost proposal, which was submitted by Fox Rothschild, LLP.

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



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SCRANTON

September 4, 2019

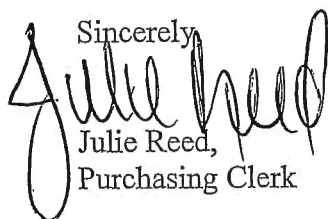
Mrs. Jessica Eskra
City Solicitor
Municipal Building
Scranton, Pa., 18503

Dear Mrs. Eskra,

This is to inform you that RFQ proposals were opened in Council Chambers on Wednesday, September 4, 2019 at 10:00 A.M. for the **City of Scranton Legal Services Litigation Class Action Refuse**. Please see the attached proposals submitted by the following law firms:

**Stevens & Lee
Fox Rothschild LLP**

Thank you for your cooperation in this matter.

Sincerely,

Julie Reed,
Purchasing Clerk

CC: Mayor Wayne Evans
Mrs. Roseann Novembrino, City Controller
Mrs. Mrs. Lori Reed, City Clerk
Mr. David Bulzoni, Business Administrator
✓ Mrs. Jessica Eskra, City Solicitor
File

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



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SCRANTON

Jessica Eskra, Esquire
Deputy Mayor/City Solicitor
Municipal Building
Scranton Pa, 18503

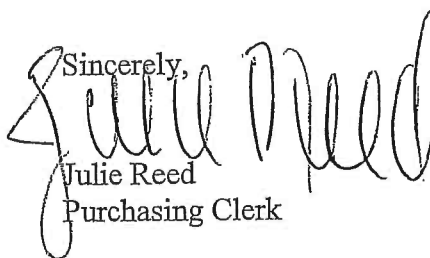
Dear Attorney Eskra,

This is to inform you that proposals will be opened in Council Chambers on Wednesday, September 4, 2019 at 10:00 A.M. for the following:

City of Scranton
Legal Services
Litigations-Class Action-Refuse

Attached, please find an Invitation to Bidders, and Specifications.

Thank you for your cooperation in this matter.

Sincerely,

Julie Reed
Purchasing Clerk

CC: Mayor Wayne Evans
Mr. David Bulzoni, Business Administrator
Mrs. Roseann Novembrino, City Controller
Mrs. Rebecca McMullen, Financial Manager
Mrs. Lori Reed, City Clerk
File

REQUEST FOR QUALIFICATIONS

Separate sealed proposals will be received by the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503 until 10:00 a.m. _____, at which time such proposals will be opened in the City Council Chambers for the following:

CITY OF SCRANTON LEGAL SERVICES LITIGATION – CLASS ACTION – REFUSE

All proposals shall be in accordance with the provisions of the Request for Qualifications (RFQ) which is now available and can be picked up at the Office of the Bureau of Purchasing, 4th Floor, City Hall, 340 North Washington Avenue, Scranton, PA 18503.

Sealed envelopes containing the proposals will be received and identified by "RFQ - City of Scranton – Legal Services – Litigation – Class Action – Refuse". The envelopes should be delivered or mailed to the Office of the City Controller, at the address listed above, so as to arrive by the date and time specified above. The City of Scranton will require Six (6) copies of this proposal as noted in this Request for Qualifications.

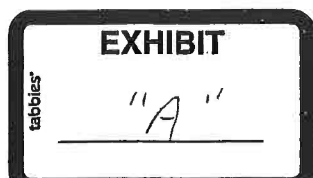
All sealed proposals must be submitted for the following scope of services: Litigation legal services for the City of Scranton's Refuse Class Action.

1. The applicant must have demonstrated expertise in all facets of class action law, with demonstrated experience in class action litigation. The applicant should be familiar with the matter of *Guiffrida, et al. v. City of Scranton* (Lackawanna County Docket No: _____). The applicant must have sufficient qualified legal, administrative and clerical support staff to provide legal services to the City of Scranton. All applicants must identify all attorneys working with the firm and their relative experience; identify all support staff, both administrative and clerical, as well as their relative experience. The applicant must provide a statement of its in-house technology including its current operating system, ability to perform on-line legal research and all other technology the applicant believes can be utilized in a cost efficient manner for services to the City of Scranton.
2. Each applicant shall provide a fee schedule of the professional and support staff to be utilized in the execution of this contract. The fee schedule shall include the identity of the professional, that professional's hourly rate as well as the hourly rate for all other administrative and/or support staff that may perform services in conjunction with the contract.
3. Each applicant must also provide his/her current mailing address, location of all offices, email addresses and the phone and fax numbers as part of the proposal. The proposal must likewise identify an individual to be listed as a contact person in the event questions arise concerning the proposal.

THE CITY OF SCRANTON RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR ANY PART OF A PROPOSAL IN CONNECTION WITH THE PROJECT.

If you have any questions, please contact Jessica Eskra, Esquire, Deputy Mayor/City Solicitor as noted in the Request for Qualifications.

Jessica Eskra, Esquire
Deputy Mayor/City Solicitor



I. GENERAL INFORMATION

A. PURPOSE

This Request for Qualifications (RFQ) provides interested parties with sufficient information to prepare and submit proposals for consideration by the City of Scranton for litigation relating to the Class Action challenging the City's Refuse Fee.

B. ISSUING OFFICE

1. This Request for Qualifications is issued for the City of Scranton Law Department. The issuing department is the sole point of contact for questions pertaining to this Request for Qualifications.

The sealed proposals must be submitted not later than 10:00 a.m. on _____ to:

City of Scranton
Office of the City Controller
2nd Floor
340 North Washington Avenue
Scranton, PA 18503

2. Six (6) copies of the Proposal shall be received in a sealed envelope and must be marked prominently on the outside:

"RFQ - City of Scranton – Legal Services – Litigation – Class Action – Refuse".

3. Proposals must be mailed or hand delivered. No faxed or e-mailed proposals will be accepted.
4. Proposals will be handled confidentially by the City during the pre-award process.
5. The proposal shall be binding for a period of ninety (90) days from the due date for submission.
6. The City of Scranton will not be responsible for any expenses incurred by a proposer in connection with this procurement.

C. SCOPE OF SERVICES

The City of Scranton is seeking legal representation by a litigation firm with experience in Class Action Litigation, experience with municipal law, and knowledge of the workings and function of local and state government. The applicant should be familiar with the matter of Guiffrida, et al v. City of Scranton (Lackawanna County Court of Common Pleas Docket No: _____). The applicant must have sufficient qualified legal, administrative and clerical support staff to provide legal services to the City of Scranton.

1. QUESTIONS

Any questions regarding this Request for Qualifications should be directed to the Law Department via email only to:

Jessica Eskra, Esquire
Deputy Mayor/City Solicitor
City of Scranton

340 North Washington Avenue
 Scranton, PA 18503
 Phone 570-348-4105
 Email: jeskra@scrantonpa.gov

All questions must be received by 2:00 p.m. exactly one (1) week prior to the due date of submissions. Inquiries received after 2:00 p.m. will not receive responses.

No telephone calls with questions will be taken.

2. ADDENDA

To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all will be made available to all respondents. All questions must be submitted via email to jeskra@scrantonpa.gov.

Responses to questions will be issued in the form of an Addendum to the Request for Qualifications, and will be sent via email only.

3. PUBLIC OPENING

Sealed Proposals will be opened publicly at the date and time provided above.

II. GENERAL CONDITIONS

A. No verbal information to bidders will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the Request for Qualifications will be made in the form of a written communication emailed to all prospective proposers. The communications shall then be considered to be part of the Request for Qualifications.

B. Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

C. The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. Proposals may be rejected and negotiations terminated by the City. The award will be based on the offers submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.

D. The award will be made to that responsive and responsible proposer whose proposal, conforming to requirements of the request, will be most advantageous to the City, price and other factors considered. The award may or may not be made to the firm with the lowest cost.

E. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the Request for Qualifications. In case such deductions or additions are made,

an equitable price adjustment shall be made between the City and the Proposer. Any such adjustments in price shall be made in writing.

F. After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.

G. Proposals must be in typewritten form. Unsigned proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

H. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City.

I. Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

J. AUTHORITY

The City Solicitor, as the designee of the Mayor, has the sole responsibility to respond to inquiries regarding the Request for Qualifications.

K. COMPLIANCE WITH LAWS

The attorney selected for representation shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the performance of the contract.

L. CONTRACTOR COMPLIANCE

If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements.

M. CONTRACT TERMINATION

A contract may be canceled by the City by giving the respondent written notice of intent to cancel.

N. CONTROLLING LAW

This Request for Qualifications is governed by, and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.

O. PROPOSAL INSURANCE REQUIREMENTS

Certificate of Insurance. A certificate of insurance of the prospective bidder's insurance coverage is **required** by the City of Scranton. The City **requires** the successful bidder to carry Professional Liability insurance at a minimum of \$1,000,000 occurrence/aggregate. All insurance coverage must be kept in effect during the contract period. The loss of insurance coverage could result in voiding the contract.

P. BIDDER'S ETHICS AND COLLUSION

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of award of this contract.

Q. INDEMNIFICATION

1. This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

R. OPEN RECORDS LAW/PUBLIC INFORMATION

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

1. A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids; and
2. Financial information of a bidder or proposer requested in an invitation to bid or request for proposals to demonstrate the bidder's or proposer's economic capability.

S. TRANSFERS AND ASSIGNMENTS

1. Consultant shall not, without written consent of the City, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render this agreement null and void.

2. Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against bidder or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the respondent, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

III. PROBLEM STATEMENT

The Request for Qualifications format for professional services enables the City to thoroughly evaluate the conditions for selection such as prior class action legal experience with sufficient flexibility in awarding the contract.

A. REJECTION OF PROPOSALS

The City of Scranton reserves the right to reject any and all proposals received resulting from this request and to negotiate with those respondents deemed finalists.

B. INCURRING COSTS

The City of Scranton will not be liable for costs incurred by the selected proposer prior to the issuance of a contract.

C. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held.

D. REFERENCES

As a requirement for consideration, proposals must include at least two (2) references, including contact information, who can attest to the attributes of the proposer. Experience in municipal class action litigation will be given greater consideration in the evaluation of the proposals.

IV. CRITERIA FOR SELECTION

A. EVALUATION PROTOCOL

All proposals received by the City of Scranton will be reviewed by the City Law Department. The Law Department will review the merits of content and select the proposal which most closely meets the requirements of the Request for Proposal. The final selection may not be the lowest cost proposal but that which most closely meets the requirements of the City.

B. SELECTION BASED ON QUALIFICATIONS

The proposal selected by the City Law Department will be deemed to respond most favorably to the requirements of the Request.

V. PROPOSAL REQUIREMENTS

Proposals must meet the identified criteria and format. Consideration will be based on compliance with those requirements. All other information considered relevant by the proposer will be included as addenda information to the proposal.

A. STATEMENT OF SERVICES RENDERED

The proposer will identify the scope of services provided to represent the municipality in litigation of the pending class action relating to its refuse fee.

B. MANAGEMENT SUMMARY

Provide a narrative description of the proposed effort and a list of services delivered by the proposer.

C. EXPERIENCE

Include examples of experience as a legal representative in any class action litigation. The documentation of experience should include primary and secondary legal representation, if applicable, and any pertinent experience of the support staff. References related to prior activities should be listed in the addenda section, including contact information.

D. PERSONNEL

Include the names of executive and professional personnel who will be assigned to the activities of the City of Scranton, including attorneys and support staff. Resumes for those assigned directly to the activities of the City may be included in the addenda section.

E. COST AND PRICE PROPOSAL

Fees should be solely in the form of a billable hourly rate plus costs. Varying billable rates between partners, associates, and support staff should be provided, along with all reimbursable costs to be billed.

F. RELATIONSHIPS

The proposal must identify any relationships of the firm and its principals and assigned employees with any official of the City of Scranton.

G. AFFIDAVITS

The following affidavits are required by the City of Scranton:

- Affirmative Action Certificate
- Certificate of Non-Segregated Facilities
- Non-Collusion Affidavit

H. CONTRACT

The party selected for legal services will execute the City of Scranton's standard professional services contract.

I. INSURANCE COVERAGE

All proposals submitted to the City of Scranton shall include the following:

- Certificate of Insurance. A certificate of insurance of the prospective bidder's insurance coverage is **required** by the City of Scranton. The City **requires** the successful bidder to carry Professional Liability insurance at a minimum of \$1,000,000 occurrence/aggregate. All insurance coverage must be kept in effect during the contract period. The loss of insurance coverage could result in voiding the contract. The loss of insurance coverages could result in contract termination;

- A statement of assurance attesting that the prospective proposer is not currently in violation of any regulatory rules and regulations that may impact its operations;
- A statement that the prospective proposer is not involved in any current litigation against or has any conflict with the City of Scranton.

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's

noncompliance with affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: _____

(Name of Bidder)

BY _____

TITLE _____

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001.

DATE: _____

(Name of Bidder)

BY _____

TITLE _____

Attachment C. Non-Collusion Affidavit of Prime Bidder

STATE OF _____

COUNTY OF _____

_____, being
first duly sworn, deposes and says that:

1. He is _____
(Owner, partner, officer, representative or agent)

of _____, the Bidder that has
submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
 3. Such Bid is genuine and is not a collusive or sham Bid;
 4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
 5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.
-

City of Scranton
Request for Qualifications
Legal Services – Litigation – Refuse Class Action

Non-Collusion Affidavit
Signature Page

Signed _____

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____
_____, 20 _____

(TITLE)

MY COMMISSION EXPIRES _____
_____, 20 _____



Fox Rothschild LLP
ATTORNEYS AT LAW

**RFQ – City of Scranton – Legal Services –
Litigation – Class Action – Refuse**

Prepared for:

The City of Scranton

Jordann R. Conaboy
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EXHIBIT

"B"



Fox Rothschild LLP
ATTORNEYS AT LAW

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Fox Rothschild LLP
ATTORNEYS AT LAW

Jordann R. Conaboy
10 Sentry Parkway, Suite 200
P.O. Box 3001
Blue Bell, PA 19422
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September 3, 2019

City of Scranton
Office of the City Controller
2nd Floor
340 North Washington Avenue
Scranton, PA 18503

Re: RFQ – City of Scranton – Legal Services – Litigation – Class Action – Refuse

Dear Ms. Novembrino:

I write to propose that the City of Scranton (the "City") retain our law firm, Fox Rothschild LLP ("Fox" or the "firm"), to represent the City in the matter of *Guiffrida, et al. v. City of Scranton* (Lackawanna County Court of Common Pleas Docket No: 2016-CV-6933). We have familiarized ourselves with the matter and we are confident we can effectively represent the City in a cost-efficient manner. Enclosed please find the information required by the City's request for qualifications.

I will serve as Fox Rothschild's contact person regarding this proposal. My mailing address, email address, and phone number are listed in the letterhead above.

Our firm is eminently qualified to successfully and efficiently represent the City. We hope to have the opportunity to do so, and we would welcome the opportunity to discuss this proposal with representatives of the City.

Sincerely,



Jordann R. Conaboy



Fox Rothschild LLP
ATTORNEYS AT LAW

Proposal Requirements

A. Statement of Services Rendered

Fox proposes to represent the City in litigation of the pending class action relating to the City's reuse fee as set forth in scope of services within the RFQ.

B. Management Summary

The firm has robust, leading litigation and class action practices with a demonstrated track record of preparing and trying cases at the highest level. We have served as defense counsel in courts across the country on behalf of a variety of clients facing a wide range of class action lawsuits, and our disciplined approach to early case evaluation ensures that we put clients in a position to understand potential outcomes and risks, costs, and strategies for resolution. We pride ourselves on developing realistic budgets and sticking to them. Our team aggressively advocates for clients in both trial and appellate matters in state and federal courts throughout the country as well as arbitrations, mediations, and in administrative proceedings. Our practice is routinely recognized for its efforts and was named the 2015 and 2017 New Jersey Litigation Department of the Year by *New Jersey Law Journal*.

Our team is composed of seasoned litigators with decades of trial experience, which includes handling a wide variety of litigation matters for government entities. We frequently handle matters in local, state, and federal courts at the trial and appellate levels involving issues that affect local governments and organizations, and we customize strategies tailored to our clients' goals, both long and short term.

We're especially proud of our work in class action litigation where we have a track record of securing important legal victories early on, sometimes shutting down cases completely or significantly narrowing the scope in ways that save our clients time and money. Our attorneys are experienced in tackling class action claims with an aggressive approach that aims for quick dismissals, denial of class status and cutting overblown lawsuits down to size.

Public relations and media issues often arise in class actions, and Fox attorneys are experienced in crafting smart strategies to minimize the inherent risks in any publicity.

In addition, we have relationships and experience with the types of experts we believe the City will need in this matter, and the individual lawyers who we propose to work on this matter have extensive experience in cases like this one involving data analysis. We also have experience litigating against the firms representing the plaintiff and the class, and we would be very comfortable doing so again.





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Our litigators have experience in responding to all types of class actions, including:

- Antitrust
- Business torts and unfair competition
- Consumer protection statutes, including TCPA and FACTA
- Corporate governance and mismanagement
- Environmental
- ERISA and other employment-related claims
- Franchise standards
- Insurance
- Product liability
- Securities fraud
- Wage and hour

Technology

Fox has robust internal resources across our Information Systems and Knowledge Management Departments, and we regularly develop proprietary solutions that provide workflow efficiencies and foster collaboration with clients to meet specific needs. In fact, Fox was recently ranked by BTI among the top 15 percent of all law firms for using technology in innovative ways to add value.

We currently use the Windows 10 operating system, and we have full access to Westlaw and other databases for legal research. The firm maintains a dedicated E-Discovery Practice and uses leading e-discovery software to process and cull electronically stored information and host document reviews in-house, saving clients up to 50-75 percent compared to third-party vendors.

In addition, we have sophisticated data storage capabilities that will allow us to securely and efficiently store and grant the City access to data and documents for the case. Our extranets can be tailored to the City's needs and feature a document management system; optional e-mail notifications when a document has been added or changed; custom lists to track tasks and display announcements; calendars to display key dates related to a project; and customizable security restrictions.

We welcome the opportunity to discuss what customized services and technological tools might help the City in its work with Fox.



C. Experience

Representative examples of our class actions experience include defense of:

- **CLS Transportation** in the pivotal wage and hour class action captioned *Iskanian v. CLS Transportation Los Angeles*, where the California Supreme Court held that its own prior decision in *Gentry v. Superior Court* had been overruled by the U.S. Supreme Court's decision in *Concepcion v. AT&T*. The ruling confirmed that class action waivers in employment arbitration agreements are enforceable.
- **Cheers Health** in TCPA class action in the U.S. District Court for the Southern District of Florida. Obtained full, voluntary dismissal of claims.
- **DirectSAT**, the largest subcontractor of DIRECTV, in a statewide, multiyear Rule 23 class action under the Illinois Minimum Wage Act. Secured a class decertification. Case settled favorably after the court ruled on a critical damages issue in DirectSAT's favor.
- **DirectSAT** in a nationwide collective action under the FLSA, alleging that managers were misclassified as exempt employees. Secured a class decertification and summary judgment.
- **Harleysville Insurance Co.**, in a putative consumer class action under the Fair and Accurate Credit Transaction Act in which the plaintiff alleged that a store printed more than the last five digits of the plaintiff's credit card number, we obtained a favorable settlement for the client.
- **James Hardie** in a multidistrict litigation in U.S. District Court for the District of Minnesota alleging violations of several state consumer protection statutes and breach of express and implied warranty claims in connection with advertising and allegedly defective siding. The court denied plaintiff class certification and granted summary judgment in James Hardie's favor.
- **Lockheed Martin** in a number of mass tort cases arising from claims of exposure to chemical by persons living in the vicinity of the company's Burbank facility. Resolved the matter in arbitration.
- **Lululemon Athletica, Inc.** in a putative nationwide employment class action and collective action alleging violation of wage laws. Secured a dismissal with prejudice.
- **McAlpine & Co.** in a class action in Minnesota alleging negligence and breach of warranty in connection with allegedly defective plumbing valves. Settled case on terms very favorable to clients with no discovery and no class certification.
- **Retail Properties of America, Inc.**, a public company, and its directors and officers in five related shareholder class actions in the Northern District of Illinois alleging breach of fiduciary duty and unjust enrichment. Secured dismissal of all five cases with prejudice.
- **Sleep Number**, a bed manufacturer and retailer, against a putative class action alleging violations of New Jersey furniture sales laws. Secured dismissal of the complaint at district court. Plaintiff's appeal is pending before the U.S. Court of Appeals for the Third Circuit.
- **Sleep Number** against a nationwide putative class action alleging violations of advertising laws. Secured dismissal without prejudice and anticipate that plaintiff will re-file.
- **Sony**, in a putative nationwide consumer class action in which the plaintiffs allege that Sony misrepresented certain functionality of its PlayStation 3 console. Successfully dismissed the warranty claims, which was upheld on appeal.





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- **Sony**, securing a dismissal of a putative nationwide consumer class action challenging the enforceability of Sony's arbitration clause and class action waiver contained in its terms and conditions and warranty.
- **SPX Corporation** in a consumer class action in the U.S. District Court for the District of Minnesota alleging violations of several state consumer protection statutes and breach of warranty claims in connection with its advertising and allegedly defective plumbing systems. Obtained early dismissal of claims.
- **TIER REIT, Inc.** and its board of directors in two putative shareholder class actions in the Northern District of Texas alleging breach of fiduciary duty and violation of federal securities laws. Secured judgment and dismissal of all claims.
- **UniTek et al.** in a putative FLSA collective action and putative Rule 23 class action under the Illinois Wage Payment and Collection Law. Secured summary judgment.
- **U.S. Legal Services Group** in its successful defense regarding a class action in the U.S. District Court for the District of Minnesota alleging violations of the Fair Credit Reporting Act (FCRA) and the Minnesota Debt Settlement Services Act in connection with alleged advertising and solicitation of debt settlement services.
- **Westfield Insurance Co.**, in an ERISA class action in which the plaintiffs unsuccessfully alleged that Westfield breached its fiduciary duty under ERISA in terminating a profit sharing plan and reducing life insurance benefits for all employees and retirees. After a trial in the U.S. District Court for the Northern District of Ohio, the jury rejected all claims and specifically found that Westfield did not breach its fiduciary duty to plaintiffs.
- **Westfield Insurance Co.** in an antitrust class action suit brought by a group of auto repair shops against numerous insurance companies premised on claims that the direct repair programs created for the benefit of insured consumers have unfairly reduced the profits of auto repairers. After the class action suit was consolidated with other similar actions around the nation and transferred to the Middle District of Florida, the district judge dismissed all claims as they relate to Westfield and found that Westfield's practices did not violate any state or federal laws.
- A national bank in a class action on behalf of the victims of a \$100 million Ponzi scheme. Successfully moved for dismissal of one class representative and ultimately secured a dismissal of all claims on summary judgment by the federal judge.
- A global electronics manufacturer, in securing a dismissal of a nationwide class action filed in the Northern District of California alleging consumer fraud, negligent misrepresentation, false advertising, and breach of express and implied warranties.
- Two private equity defendants against federal securities class action claims under Sections 14(a) and 20(a) of the Securities Exchange Act and state common law relating to the purchase of Life Time Fitness, Inc.
- A manufacturer in a putative ERISA class action in which former employees alleged that they were eligible for full early retirement benefits based on oral discussions with the company. The court found that oral statements to the plaintiffs did not form the basis for a claim under ERISA.
- Successfully defended large window manufacturer in several federal consumer class actions in federal courts in Minnesota, Ohio, Virginia, and Massachusetts alleging violations of state consumer protection statutes and breach of warranty claims in connection with its advertising and allegedly defective windows.





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D. Personnel

Fox is home to 950 attorneys throughout its 26 offices across the country. Each attorney's biography can be viewed at <https://www.foxrothschild.com/people/>. If needed, any of the firm's attorney's services will be available to the City. However, the firm proposes that the following attorneys make up the team responsible for performing work on behalf of the City, and a biography for each of these attorneys is attached in the addenda.

- Jordann R. Conaboy
- Colin D. Dougherty
- Stephanie B. Fineman
- Richard Lynn

The firm also has an extensive support staff, including paralegals, research specialists, investigators and legal assistants. The full extent of the firm's support staff will be available to the City if needed, and we can provide a full list of the support staff upon request. However, rather than listing each support staff member at each one of the firm's offices throughout the country in this proposal, we have listed below only those support staff members who we propose to serve as members of the firm's team representing the City:

- Jennifer Handforth (Paralegal)
- Jacqueline Armstrong (Legal Administrative Assistant)

The attorneys who we propose working on this matter are located in Blue Bell and Warrington, Pennsylvania. However, our firm has 26 office locations throughout the United States, as set forth below, and all of the firm's resources would be available to the City if needed.

- | | |
|---------------------|-----------------------|
| ■ Atlanta, GA | ■ Minneapolis, MN |
| ■ Atlantic City, NJ | ■ Morristown, NJ |
| ■ Blue Bell, PA | ■ New York, NY |
| ■ Charlotte, NC | ■ Philadelphia, PA |
| ■ Chicago, IL | ■ Pittsburgh, PA |
| ■ Dallas, TX | ■ Princeton, NJ |
| ■ Denver, CO | ■ Raleigh, NC |
| ■ Exton, PA | ■ San Francisco, CA |
| ■ Greensboro, NC | ■ Seattle, WA |
| ■ Greenville, SC | ■ Warrington, PA |
| ■ Las Vegas, NV | ■ Washington, DC |
| ■ Los Angeles, CA | ■ West Palm Beach, FL |
| ■ Miami, FL | ■ Wilmington, DE |





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E. Cost and Price Proposal

With respect to professional fees, the firm proposes to represent the city at a blended rate of \$330 per attorney, per hour. This would be a significant decrease from our firm's standard rates, particularly with respect to partners, and it is the same blended rate at which we represented the City in the past. With respect to support staff, the firm proposes to represent the city at a blended rate of \$155 per paralegal, per hour. If the City prefers, we are also open to discussing different alternative fee structures. We propose that the City will ultimately be responsible for costs associated with the litigation, but the firm is willing to front costs.

F. Relationships

As an NEPA native, Jordann Conaboy has likely met or interacted with City officials, but he does not have any known close personal relationship or a familial relationship with any City official. In addition, Fox Partner Christopher Roe has represented the City in several matters over the past decade. If the City provides a list of its officials, the firm can identify any additional client relationships or adversities. We are not presently aware of any other responsive relationship, but as a firm of 950 attorneys across 26 offices, we cannot necessarily identify or rule out personal relationships between our attorneys and all City officials.

G. Affidavits

The following executed affidavits are attached in the addenda:

- ☒ Affirmative Action Certificate
- ☒ Certificate of Non-Segregated Facilities
- ☒ Non-Collusion Affidavit

H. Contract

Fox will need to review the City's standard professional services contract before executing the agreement. This should not be an issue, however, as the firm and the City have contracted for legal services in the past.





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I. Insurance Coverage

Evidence of professional liability insurance is attached in the addenda.

Fox attests that the firm is not currently in violation of any regulatory rules and regulations that may impact its operations, and the firm is not involved in any current litigation against nor has any conflict with the City of Scranton.





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Addendum: References

We invite the City to call our references to confirm our team's capabilities. We have included phone numbers only for confidentiality purposes, but we would be happy to provide additional contact information such as physical and email addresses upon request.

■ **Qualtek USA LLC**
Elizabeth Downey, Chief Administrative Officer
Phone: 484-804-4505

■ **Aetna**
James J. McCarrie, Director, Litigation
Phone: 215-775-5526



Fox Rothschild LLP
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Jordann R. Conaboy

Counsel

Blue Bell, PA
Tel: 610.397.2205
Fax: 610.397.0450

New York, NY
Tel: 212.878.7900
Fax: 212.692.0940

jconaboy@foxrothschild.com

Jordann's practice focuses primarily on complex commercial litigation. His experience includes litigation relating to healthcare, gaming, banking, land use, insurance, ERISA, construction accidents, fraud, RICO, personal injury, defamation, constitutional rights, class actions, partnership and franchise disputes, and various other issues. Jordann has represented clients in federal and state trial and appellate courts throughout the country, and he has experience representing clients in arbitration proceedings.

Before Fox Rothschild

Following law school, Jordann served as a law clerk to the Honorable Thomas I. Vanaskie of the United States Court of Appeals for the Third Circuit. During law school, he held judicial externships with both the Honorable Manuel J. Mendez of the New York Supreme Court and the Honorable Rolando T. Acosta of the New York Supreme Court, Appellate Division, First Department.

Immediately prior to joining Fox Rothschild, Jordann was a member of a boutique litigation firm in Philadelphia.

Representative Matters

- Obtained a \$37.4 million jury verdict in California state court against a group of surgery centers and their owners for fraud, contractual interference and other torts.
- Served as a member of the defense team in the longest civil trial in Philadelphia history relating to a building collapse.
- Secured exclusion of defense expert following a *Daubert* hearing and obtained a plaintiff's partial summary judgment award as to liability in an action for interference with prospective economic relations.
- Obtained a reversal by the Pennsylvania Supreme Court of a Pennsylvania Superior Court decision precluding key evidence in a defamation trial.
- Represented a bank's board of directors, successfully defeating summary judgment and obtaining a spoliation finding and a favorable settlement in a bad faith action.





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- Represented multiple clients in connection with grand jury proceedings.
- Counseled a health insurer and health plan administrator on various matters involving national health care billing fraud schemes.

Practice Areas

- Litigation
- E-Discovery

Bar Admissions

- Pennsylvania
- New York

Education

- New York School of Law (J.D., *cum laude*, 2013)
- Fordham University (B.S., 2010)
 - Dean's List



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Colin D. Dougherty

Partner

Blue Bell, PA
Tel: 610.397.3908
Fax: 610.397.0450

Chicago, IL
Tel: 312.541.0151
Fax: 312.517.9201

cdougherty@foxrothschild.com

An experienced litigator, Colin handles a range of employment and complex commercial disputes for clients across the United States. He regularly represents clients in the telecommunications, staffing, construction, insurance, cable/satellite television and health care industries in a wide array of litigation matters, including class action defense, wage and hour litigation, insurance disputes, health care litigation and construction law.

Additionally, Colin counsels clients on compliance with the Fair Labor Standards Act and state wage and hour laws.

Representative Matters

- Represents a major satellite television service provider and one of its largest subcontractors in employment, wage and hour and class action litigation matters.
- Represents a major national health care company in commercial litigation and employment litigation matters.

Before Fox Rothschild

Prior to joining the firm, Colin was a shareholder in a regional litigation boutique based in the Philadelphia area. He has also previously served as an assistant district attorney in Bucks County, Pennsylvania, and as the judicial clerk for the Honorable David W. Heckler, former president judge of the Court of Common Pleas for Bucks County.

Beyond Fox Rothschild

Colin is active in the local community as a Coach and Board member for the Ambler Whitpain Youth Football Association. He has also volunteered as a coach and Board Member for the Wissahickon Lacrosse Club. Further, Colin is also active in alumni activities for Germantown Academy and Cornell University.





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Honors & Awards

- Named to the "Employment Rising Stars" list by Law360 (2016)
- Named to the "Labor & Employment Stars - Midwest & Northeast" list by *Benchmark Litigation* (2018)
- Selected to the "Super Lawyers" list for Employment & Labor Law in Pennsylvania (2013-2019)
- Selected to the "Super Lawyers - Rising Stars" list for Employment & Labor Law in Pennsylvania (2008, 2010-2012)

Practice Areas

- Labor & Employment
- Litigation
- E-Discovery
- Class Actions
- Wage & Hour Law
- Employment Litigation
- Employee Privacy & Background Checks
- Employment Class Actions
- Appellate Practice

Bar Admissions

- Pennsylvania
- New Jersey
- Ohio
- Illinois

Court Admissions

- U.S. Supreme Court
- U.S. Court of Appeals, First Circuit
- U.S. Court of Appeals, Second Circuit
- U.S. Court of Appeals, Third Circuit
- U.S. Court of Appeals, Fourth Circuit
- U.S. Court of Appeals, Fifth Circuit
- U.S. Court of Appeals, Sixth Circuit
- U.S. Court of Appeals, Seventh Circuit
- U.S. Court of Appeals, Eighth Circuit
- U.S. Court of Appeals, Ninth Circuit
- U.S. Court of Appeals, Tenth Circuit
- U.S. Court of Appeals, Eleventh Circuit
- U.S. District Court, District of Colorado
- U.S. District Court, Central District of Illinois
- U.S. District Court, Northern District of Illinois (also a member of the Trial Bar)
- U.S. District Court, Southern District of Illinois
- U.S. District Court, Northern District of Indiana



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- U.S. District Court, Southern District of Indiana
- U.S. District Court, Eastern District of Michigan
- U.S. District Court, Western District of Michigan
- U.S. District Court, Eastern District of Missouri
- U.S. District Court, District of New Jersey
- U.S. District Court, District of New Mexico
- U.S. District Court, Northern District of Ohio
- U.S. District Court, Southern District of Ohio
- U.S. District Court, Western District of Oklahoma
- U.S. District Court, Eastern District of Pennsylvania
- U.S. District Court, Middle District of Pennsylvania
- U.S. District Court, Western District of Pennsylvania
- U.S. District Court, Western District of Tennessee
- U.S. District Court, Eastern District of Texas
- U.S. District Court, Northern District of Texas
- U.S. District Court, Southern District of Texas
- U.S. District Court, Western District of Texas
- U.S. District Court, Western District of Wisconsin
- U.S. District Court, Eastern District of Wisconsin
- U.S. District Court, Eastern District of Oklahoma
- U.S. District Court, Northern District of Oklahoma

Education

- Villanova University School of Law (J.D.)
- Cornell University (B.S.)

Board of Directors

- Ambler/Whitpain Trojans Youth Football Association
- Wissahickon Lacrosse Club





Fox Rothschild LLP
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Stephanie B. Fineman

Partner

Warrington, PA
Tel: 215.918.3545
Fax: 215.345.7507

sfineman@foxrothschild.com

Stephanie is co-chair of the firm's Class Action group and focuses her practice on complex commercial, product liability, class action, insurance and software litigation matters in federal and state courts throughout the country. Stephanie represents clients in a variety of industries, including manufacturing, technology, insurance, food and retail.

Among the matters Stephanie has handled, she:

- Successfully represented an insurance company, obtaining a complete defense jury verdict, in a multimillion-dollar termination and reduction of benefits class action brought by retirees.
- Achieved the pre-response voluntary dismissal with prejudice of all product liability claims against an automotive parts manufacturer by establishing that the product was unrelated to the plaintiff's injuries.
- Achieved multiple pre-response voluntary dismissals of all claims and crossclaims against an industrial products manufacturer by establishing the company's lack of involvement in the case.
- Obtained the dismissal with prejudice, without any settlement payment, of all claims and crossclaims against industrial products manufacturers in several multimillion-dollar product liability cases.
- Obtained a complete defense verdict for an industrial products manufacturer in a product liability arbitration.
- Successfully prevented the commencement of several multimillion-dollar product liability actions against industrial products manufacturers.
- Successfully prevented the commencement of a mass tort and product liability action against a gas manufacturer, as well as successfully avoided a related breach of contract action against the gas manufacturer.
- Negotiated a favorable settlement for an automotive parts manufacturer in a toxic tort case, as well as indemnity and reimbursement of legal fees and costs from a supplier.
- Obtained a favorable settlement for an insurance company's insured merchant, including indemnity from a supplier, in a Fair and Accurate Credit Transaction Act of 2003 (FACTA) class action.
- Achieved a favorable class settlement in a multibillion-dollar consumer class action.
- Achieved several favorable settlements for software companies in actions against customers that had breached their contracts and software licenses.



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Before Fox Rothschild

Stephanie served as a law clerk to the Honorable Sandra Mazer Moss of the Court of Common Pleas of Philadelphia, where she gained experience in review and analysis of motions and petitions in medical malpractice, personal injury and real estate actions, and in the observation and participation of settlement conferences, oral argument and discovery court.

While in law school, Stephanie was the notes and comments editor for the Temple University James E. Beasley School of Law's *Environmental Law and Technology Journal*.

Beyond Fox Rothschild

Stephanie serves on the Board of Directors and the Development Committee for the Philadelphia Theatre Company. She has served on the Board of Directors for the nonprofit Child, Home and Community. She was also chair and vice-chair of the Bucks County Bar Association's Women Lawyers Division.

Honors & Awards

- Selected to the list of "Super Lawyers Rising Stars" in Pennsylvania for Product Insurance (2014-2019)
- Named a Temple University Beasley School of Law Scholar (2001-2004)

Practice Areas

- Litigation
- Class Actions
- Insurance
- Israel
- Manufacturing
- Food & Beverage

Bar Admissions

- Pennsylvania
- New Jersey

Court Admissions

- U.S. District Court, Eastern District of Pennsylvania
- U.S. District Court, District of New Jersey
- U.S. Court of Appeals, Third Circuit
- U.S. Court of Appeals, Sixth Circuit

Education

- Temple University James E. Beasley School of Law (J.D.)
- University of Virginia (B.A.)



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Memberships

- American Bar Association
- Pennsylvania Bar Association
- Bucks County Bar Association
- Defense Research Institute
- Brandeis Law Society

Board of Directors

- Philadelphia Theatre Company





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Richard Lynn

Associate

Blue Bell, PA

Tel: 610.397.2230

Fax: 610.397.0450

rlynn@foxrothschild.com

Richard represents clients in a variety of litigation matters.

Before Fox Rothschild

During law school, Richard served as an intern in the Bureau of Consumer Protection in the Pennsylvania Office of Attorney General. He was also a summer associate at Fox Rothschild and a law clerk at an East Coast-based law firm, where he represented commercial clients in lending actions. Additionally, he served as a litigation paralegal at a New York firm and as a legislative intern in the Connecticut General Assembly. Richard was also the executive editor for the *Temple Political and Civil Rights Law Journal*, where he published a comment discussing the expansion of New Jersey's sexual harassment laws.

Beyond Fox Rothschild

Richard has done pro bono work with the Wills for Heroes Foundation, which provides free estate planning documents to military veterans and first responders, including firefighters, police officers, paramedics, EMTs and other sworn personnel.

Honors & Awards

- Conwell Scholar
- Josef Jaffe Corporate Scholar
- Outstanding Oral Argument Recognition

Practice Areas

- Litigation
- E-Discovery

Bar Admissions

- Pennsylvania
- New Jersey



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Education

- Temple University James E. Beasley School of Law (J.D., *cum laude*, 2016)
- Trinity College (B.A., 2011)

Languages

- German

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's

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noncompliance with affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: 9/3/19

Fox Rothschild LLP
(Name of Bidder)

BY [Signature]

TITLE Counsel

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001.

DATE: 9/4/19

Fox Rothschild LLP
(Name of Bidder)

BY Jonathan R. Corraly

TITLE Counsel

City of Scranton
Request for Qualifications
Legal Services – Litigation – Refuse Class Action

Attachment C. Non-Collusion Affidavit of Prime Bidder

STATE OF Pennsylvania
COUNTY OF Montgomery
Jordann R. Conaboy, being
first duly sworn, deposes and says that:

1. He is a representative
(Owner, partner, officer, representative or agent)
of Fox Rothschild LLP, the Bidder that has
submitted the bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and
of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents,
Representatives, employees or parties in interest, including this affiant, has in any
way colluded, conspired, connived or agreed, directly or indirectly with any other
Bidder, firm or person to submit a collusive or sham Bid in connection with the
Contract for which the attached Bid has been submitted or to refrain from bidding
in connection with such Contract, or has in any manner, directly or indirectly,
sought by agreement or collusion or communication or conference with any other
Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or
unlawful agreement any advantage against the City of Scranton (Local Public
Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not
tainted by any collusion, conspiracy, connivance or unlawful agreement on the part
of the Bidder or any of its agents, representatives, owners, employees or parties in
interest, including this affiant.

City of Scranton
Request for Qualifications
Legal Services – Litigation – Refuse Class Action

Non-Collusion Affidavit
Signature Page

Andrew R. Connelley
Counsel

Signed _____

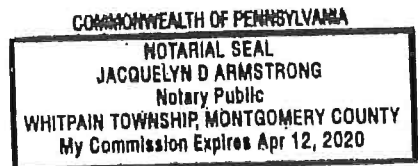
(TITLE) 9/3/19

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 3rd DAY OF September
, 20 19

Jacquelyn D. Armstrong
Jacquelyn D. Armstrong
Notary
(TITLE)

MY COMMISSION EXPIRES April
12, 20 20





ALAS
Attorneys'
Liability
Assurance
Society

December 13, 2018

Fox Rothschild LLP
2000 Market Street
20th Floor
Philadelphia, PA 19103-3222

To Whom It May Concern:

CONFIRMATION OF INSURANCE

We hereby confirm that Fox Rothschild LLP has Professional Liability Coverage under Policy ALA#1933 with an annual limit of \$50,000,000 per claim and \$100,000,000 in the aggregate with the right, under stated conditions, to purchase extended reporting rights upon termination of such Policy by ALAS.

The self-insured retention under such Policy is \$1,000,000 each claim up to an aggregate of \$2,000,000 and \$100,000 each claim thereafter.

The Policy effective date is from January 1, 2019 to January 1, 2020.

Such Policy is subject to the terms, conditions, limitations and exclusions stated therein.

ATTORNEYS' LIABILITY ASSURANCE SOCIETY LTD.,
A RISK RETENTION GROUP

By: Nancy J. Montroy Date: 12/13/2018
Nancy J. Montroy
Vice President - Director of Underwriting

311 S. Wacker Drive, Suite 5700
Chicago, IL 60606-6629
tel 312.697.6900
fax 312.697.6901

alas.com



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 9, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED


OCT - 9 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND
OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A
CONTRACT WITH FOX ROTHSCHILD LLP TO PROVIDE LEGAL SERVICES TO
THE CITY OF SCRANTON IN THE REFUSE CLASS ACTION LITIGATION.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING APPOINTMENT OF GLYNIS M. JOHNS, 801 TOWNHOUSE BOULEVARD, SCRANTON, PENNSYLVANIA, 18508 TO SERVE AS A MEMBER OF THE SCRANTON PUBLIC LIBRARY AUTHORITY EFFECTIVE OCTOBER 1, 2019. MS. JOHNS IS BEING APPOINTED TO A FIVE (5) YEAR TERM WHICH WILL EXPIRE ON OCTOBER 1, 2024.

WHEREAS, the Mayor of the City of Scranton desires to appoint Glynis M. Johns as a member of the Scranton Public Library Authority effective October 1, 2019. Ms. Johns is appointed to a five (5) year term effective October 1, 2019 and will expire on October 1, 2024; and

WHEREAS, Glynis M. Johns has the requisite, experience, education and training necessary to serve as a member of the Scranton Public Library Authority.

NOW, THEREFORE, BE IT RESOLVED that Glynis M. Johns, 801 Townhouse Boulevard, Scranton, Pennsylvania is hereby appointed as a member of the Scranton Public Library Authority. Ms. Johns is appointed to a five (5) year term which will commence on October 1, 2019 and will expire on October 1, 2024.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

September 30, 2019

Honorable Council of the City of Scranton
340 N. Washington Ave.
Scranton, PA 18503

Re: Scranton Public Library Authority Appointment

Dear Council Members:

Please be advised that I am appointing, Glynis Johns, 801 Townhouse Blvd., Scranton, Pennsylvania, 18508 to the Scranton, Public Library Authority, effective October 1, 2019.

Ms. Johns' term will run for 5 years and will expire on October 1, 2024.

I respectfully request City Council's concurrence in this appointment.

Thank you,

A handwritten signature in black ink that reads "Wayne E. Evans". The signature is fluid and cursive, with the first and last names being more prominent.

Wayne E. Evans
City of Scranton

WEE/mm

Scranton Public Library Authority
Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Glynis Johns



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 9, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED
OCT - 9 2019


OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF GLYNIS M. JOHNS, 801 TOWNHOUSE BOULEVARD, SCRANTON, PENNSYLVANIA, 18508 TO SERVE AS A MEMBER OF THE SCRANTON PUBLIC LIBRARY AUTHORITY EFFECTIVE OCTOBER 1, 2019. MS. JOHNS IS BEING APPOINTED TO A FIVE (5) YEAR TERM WHICH WILL EXPIRE ON OCTOBER 1, 2024.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40040 7th AVENUE/PROVIDENCE ROAD (SR 3029) AND OLIVE STREET/MUNCHAK WAY AND OLIVE PLAZA FOR MODIFICATIONS TO ACCOMMODATE NEW CINGULAR WIRELESS D/B/A/ AT&T MOBILITY SMALL CELL SITES PROJECT, INCLUDING MAST ARM REPLACEMENT.

WHEREAS, it is necessary for the Director of the Department of Public Works to sign and submit the traffic signal application on behalf of the City of Scranton. A copy of the application is attached hereto as Exhibit "A" and incorporated herein by reference thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Director of the Department of Public Works is authorized to sign and submit the traffic signal application on behalf of the City of Scranton for Traffic Signal Permit No. 40040 7TH Avenue/Providence Road (SR 3029) and Olive Street/Munchak Way and Olive Place for modifications to accommodate New Cingular Wireless d/b/a AT&T Mobility small cell sites project, including mast arm replacement.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof

SECTION 2. This Resolution shall become effective immediately upon approval.


SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.


BUREAU OF ENGINEERING

101 WEST POPLAR STREET • SCRANTON, PENNSYLVANIA 18508 • PHONE: 570-348-4180 • FAX: 570-348-0197


MEMORANDUM

TO: Jessica Eskra, Esquire, City Solicitor

FROM:  John J. Pocius, P.E., P.L.S., City Engineer
LaBella Associates

DATE: October 3, 2019

RE: *Application for Traffic Signal Approval*
Traffic Signal Permit No. 40040
7th Avenue/Providence Road (SR 3029) and
Olive Street/Munchak Way and Olive Plaza

Enclosed is one copy (1) of TE-160 (6-12) Application for Traffic Signal Approval. New Cingular Wireless a/b/a AT&T Mobility is constructing a small cell project of limited range, limited height (37 foot radius center of one omni-directional antenna and radio box) on existing sign structure along the north westerly side of Providence Road (SR 3029) as shown on the attached Traffic Signal Plans. A Master Lease Agreement and an individual Site License Agreement for this site has been executed (see attached copies).

We recommend that a Resolution be prepared and forwarded to City Council indicating that *"The Director of the Department of Public Works of the City of Scranton is authorized and directed to submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the City of Scranton"*.

The Application cannot be signed and dated and witnessed until after the Resolution is passed by City Council and approved by the Mayor. If there are any questions on this matter, please do not hesitate to contact me at (570)904-6189.

JJP/lmz

Z-11-04-30 ESKRA memo-Permit No. 40040-10-3-2019

Enclosures

- c Dennis Gallagher, Director, Department of Public Works
Donald J. King, AICP, City Planner
Lori Reed, City Clerk
David Bulzoni, City Business Administrator
Mike Oser, NB&C
Jerilyn Luben, P.E., L&V
QA/QC C. File

Application for Traffic Signal Approval

Please Type or Print all Information in Blue or Black Ink



pennsylvania
DEPARTMENT OF TRANSPORTATION

County : LackawannaEngineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : Dennis GallagherTitle : Director of Department of Public WorksMunicipal Name : City of ScrantonMunicipal Address : 340 North Washington Avenue, Scranton, PA 18503Municipal Phone Number : (570) 348-4180Alternative Phone Number : (570) 357-4988E-mail Address : dgallagher @ scrantonpa.govMunicipal Hours of Operation : 6:00 a.m. to 2:00 p.m.

B - Application Description

Location (intersection) : 7th Avenue/Providence Road (SR 3029) and Olive Street/Munchak Way and Olive PlazaTraffic Control Device is : ☐ NEW Traffic Signal ☒ EXISTING Traffic Signal (Permit Number) : 40040Type of Device (select one) ☒ Traffic Control Signal (MUTCD Section 4D, 4E, 4G) ☐ Flashing Beacon (MUTCD Section 4L) ☐ School Warning System (MUTCD Section 7B)☐ Other : _____Is Traffic Signal part of a system? : ☒ YES ☐ NO

System Number (if applicable) : _____

If YES, provide locations of all signalized intersections in system.

7th Avenue/Providence Road (SR 3029) and Olive Street/Munchak Way and Olive Plaza; 7th Avenue (SR 3029) and Ramps A-B; 7th Avenue (SR 3029) and Ramps C-D/Linden Place Driveway; 7th Avenue (SR 3029) and Linden Street (SR 3020); 7th Avenue and Lackawanna Avenue.

Explain the proposed improvements :

Modifications to accommodate small cell sites project, including mast arm replacement.

Associated with Highway Occupancy Permit (HOP)? : ☐ YES ☒ NO If YES, HOP Application # : _____

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

☐ Municipal Personnel ☐ Municipal Contractor ☒ Municipal Personnel & Contractor☐ Other : _____Maintenance and Operations Contact Name : Dennis GallagherCompany/Organization : City of ScrantonPhone # : (570) 357-4988Alternative Phone # : (570) 348-4180E-mail : dgallagher@scrantonpa.gov

D - Attachments Listing

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Municipal Resolution (required) | <input type="checkbox"/> Location Map | <input type="checkbox"/> Traffic Volumes / Pedestrian Volumes |
| <input type="checkbox"/> Letter of Financial Commitment | <input type="checkbox"/> Photographs | <input type="checkbox"/> Turn Lane Analysis |
| <input type="checkbox"/> Traffic Signal Permit | <input type="checkbox"/> Straight Line Diagram | <input type="checkbox"/> Turn Restriction Studies |
| <input type="checkbox"/> Warrant Analysis | <input type="checkbox"/> Capacity Analysis | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Crash Analysis | <input type="checkbox"/> Traffic Impact Study (TIS) | |
| <input type="checkbox"/> Traffic Signal Study | <input type="checkbox"/> Condition Diagram | |

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



pennsylvania
DEPARTMENT OF TRANSPORTATION

County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

E - Applicant (Municipal) Certification

The applicant desires to own, operate, and maintain the traffic control device in the location indicated above; and the Vehicle Code requires the approval of the Department of Transportation ("Department") before any traffic signals may be legally erected or modified. A signed Application for Traffic Signal Approval (TE-160) must be submitted in conformance with the instructions provided by the Department, and a Traffic Signal Permit must be issued, before any work can begin.

If the Department approves a traffic signal after a traffic engineering study and engineering judgment indicates the need, the traffic signal shall be installed, owned, operated, and maintained within the parameters indicated in the Vehicle Code and the Department's regulations relating to traffic signs, signals, and markings. The Department may direct appropriate alterations to the design or operation (including, but not limited to, hours of operation) of the traffic signal, or require removal of the traffic signal, if traffic conditions or other considerations necessitate alteration or removal.

All items associated with the traffic control device (geometric features, signs, signals, pavement markings, pedestrian accommodations, and other traffic control device associated items) are the applicant's responsibility. The Traffic Signal Permit will then document all of the items associated with operation of each traffic control device. The applicant, at its sole expense, shall provide the necessary inspection, maintenance, and operation activities in conformance with the Department's Publication 191 or as otherwise agreed to by the Department. The applicant shall perform the preventative and responsive maintenance requirements and recordkeeping in accordance with the exhibits specified below. If the applicant fails to provide the required inspection, maintenance, or operation services within thirty (30) days of receipt of written notice from the Department, the Department shall have the right to perform the required inspection, maintenance, or operation services in the applicant's stead and the applicant shall reimburse the Department for all costs incurred. Federal- and/or state-aid participation may be withheld on all future projects if the applicant fails to demonstrate to the Department the ability to provide all required maintenance and operation services. The applicant certifies that it has funds available and committed for the operation and maintenance of the traffic control device and that it will make available sufficient funds for all required future inspection, maintenance, and operation activities.

The applicant shall indemnify, save harmless and, defend (if requested) the Commonwealth of Pennsylvania, its agents, representatives, and employees from and against any damages recoverable under the Sovereign Immunity Act, 42 Pa. C.S. §§ 8521-8528, up to the limitations on damages under said law, arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of the applicant and for which a court has held applicant, its officials, or employees to be liable. This provision shall not be construed to limit the applicant in asserting any rights or defenses. Additionally, the applicant shall include in any contracts into which it enters for maintenance, operation, or inspection of the traffic control device this same obligation to indemnify the Commonwealth and its officers, agents, and employees; and it shall require its contractor(s) to provide public liability insurance coverage, naming the Commonwealth and the applicant as additional insureds for bodily injury, including death and property damage, in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence, it being the intention of parties to have the contractor fully insure and indemnify the Commonwealth and the applicant.

The applicant shall comply with the study and ordinance requirements of 75 Pa. C.S. § 6109. The applicant submits this application with the intention of being legally bound.

Neither this application nor any Traffic Signal Permit creates any rights or obligations with respect to parties other than the applicant and the Department. Third parties may not rely upon any representations made by either the applicant or the Department in connection with the submission or approval of this application or any work permitted or approved that is related to this application, as regards either payment of funds or performance of any particular item of maintenance precisely as specified.

The applicant agrees to comply with the attached Exhibits:

- Exhibit "A": Preventative and Response Maintenance Requirements (Sheet 3 of 5)
- Exhibit "B": Recordkeeping (Sheet 4 of 5)
- Exhibit "C": Signal Maintenance Organization (Sheet 5 of 5)

Printed Municipal Contact Name :Dennis Gallagher

Date :

Signed By :

Witness or Attest :

Title of Signatory : Director of Department of Public Works

Title of Witness or Attester: City Solicitor

Exhibit "A":**Preventative and Response Maintenance Requirements**

pennsylvania
DEPARTMENT OF TRANSPORTATION

County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

Preventive Maintenance

The APPLICANT or its contractor will provide preventive maintenance for each individual component of the traffic signal installation covered by this application at intervals not less than those indicated in the Preventive Maintenance Summary, PA DOT Publication 191, current version. This is the recommended level of maintenance to keep the intersection control equipment and signals in mechanically, structurally and aesthetically good condition.

Response Maintenance

The APPLICANT or its contractor will provide response maintenance in accordance with the provisions of the Response Maintenance Schedule. It encompasses the work necessary to restore a traffic signal system to proper and safe operation. Includes Emergency Repair and Final Repair.

FINAL REPAIR:

Repair or replace failed equipment to restore system to proper and safe operation in accordance with permit within a 24-hour period.

EMERGENCY REPAIR:

Use alternative means or mode to temporarily restore system to safe operation within a 24-hour period. Final repair must then be completed within 30 days unless prohibited by weather conditions or availability of equipment.

Response Maintenance Schedule**KNOCKDOWNS**

Support - Mast arm
Support - Strain pole
Span wire/tether wire
Pedestal
Cabinet
Signal heads

TYPE OF REPAIR PERMITTED

Emergency or Final
Emergency or Final
Final Only
Emergency or Final
Emergency or Final
Final Only

EQUIPMENT FAILURE

Lamp burnout (veh. & ped.)
Local controller
Master controller
Detector sensor
 - Loop
 - Magnetometer
 - Sonic
 - Magnetic
 - Pushbutton
Detector amplifier
Conflict monitor
Flasher
Time clock
Load switch/relay
Coordination unit
Communication interface, mode
Signal cable
Traffic Signal Communications
Traffic Signal Systems

Final Only
Emergency or Final
Emergency or Final
Emergency or Final
Emergency or Final
Emergency or Final
Emergency or Final
Final Only
Final Only
Emergency or Final
Final Only
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Final Only
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Final Only

**Exhibit "B":
Recordkeeping**

pennsylvania
DEPARTMENT OF TRANSPORTATION

County : LackawannaEngineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

Recordkeeping

Accurate and up-to-date recordkeeping is an essential component of a good traffic signal maintenance program. In recognition of this fact, the APPLICANT must prepare, retain, and make available to the COMMONWEALTH, on request, a record of all preventive and response maintenance activities performed on the traffic signal equipment covered by this application.

The APPLICANT shall establish a separate file for each installation and keep its records in the municipal building, signal maintenance shop, or other weather-protected enclosure.

At a minimum, the following records will be kept by the APPLICANT or its contractor for each traffic signal. These forms can be found in Section 10.0, Maintenance Record Forms, PA DOT Publication 191, current version.

FORM 1 - Master Intersection Record

This form, which lists all maintenance functions performed at the intersection, should be updated within one day of the activity but no more than one week later.

FORM 2 - Response Maintenance Record

Each time response maintenance is required at the intersection, this form is to be completed. Once the pertinent information is transferred to the master intersection record, this form is to be placed in the intersection file.

FORM 3 - Preventive Maintenance Record

This form will be used to provide a record of the preventive maintenance activities performed at each intersection. The date, the activities performed, and the signature of the person in charge of the work must be recorded in the form.

This form may be kept at the intersection, if it is adequately protected from the weather. Form 1 must be updated at the central file, however, to reflect the date and activity.

**Exhibit "C":
Signal Maintenance Organization**

County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

Personnel Classifications

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Traffic Engineer - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs.

Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
2. A working knowledge of the interaction between the following traffic characteristics: Intersection geometry, traffic flow theory, control type (fixed time, actuated, etc.), signal phasing and timing, and interconnection.
3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

Training

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Budget Requirements

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191..

PREPARED BY:
L&V ENGINEERING, LLC



REPLACE TRAFFIC SIGN
SUPPORT 8 ONLY

GENERAL NOTES

CARD RACK TO BE NEWA TYPE 7-1.

THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING ANY RELOCATION OF OVERHEAD UTILITIES THAT MAY INTERFERE WITH CLEAR VISION OF THE SIGNAL HEADS.

INSTALL SIGNAL HEADS AND SIGNS WITH BOTTOMS NOT LESS THAN 16 FEET NOR MORE THAN 17 FEET ABOVE THE ROADWAY.

INSTALL SIGNAL SUPPORTS AND POST MOUNTED SIGNAL HEADS A MINIMUM OF 2 FEET BEHIND THE FACE OF CURB.

INSTALL ALL SIGNS PAVEMENT MARKINGS, AS INDICATED ON

THIS PLAN, BEFORE SIGNALS CAN BE PUT INTO RED, YELLOW, GREEN OPERATION. CONTACT PENNDOT TRAFFIC UNIT TO SCHEDULE A TRAFFIC STOP. TRAFFIC WILL BE STOPPED THREE DAYS PRIOR TO RED

NOTIFY THE DISTRICT TRAFFIC ENGINEER 7 CALENDAR DAYS BEFORE THE DATE OF THE PHYSICAL AND FUNCTIONAL SHOP SIGNAL INSPECTION. A MINIMUM OF THREE DAYS PRIOR IS REQUIRED FOR THE YELLOW, GREEN OPERATION.

THE COUNTY-SEAL, INSTALLED AND MAINTAINS ALL SIGNS IN THE DISTRICT REPRESENTATIVES MAY WITNESS THE TESTING.

THE CONTRACTOR INSTALLS AND MAINTAINS ALL SIGN BLOCK AND ALL PAVEMENT MARKINGS INDICATED ON THIS DRAWING, WHICH ARE CONSIDERED PART OF THE PERMIT, UNLESS OTHERWISE INDICATED.

SIGNALS MUST FLASH A MINIMUM OF THREE DAYS PRIOR TO RED, YELLOW, GREEN OPERATION.

ALL PAVEMENT MARKINGS ARE TO BE HOT THERMOPLASTIC.

MAINTAIN SIGNAL SUPPORTS AND POST MOUNTED SIGNAL HEADS A MINIMUM OF 2 FEET BEHIND THE FACE OF CURB.

ALL LONGITUDINAL MARKINGS ON THE STATE HIGHWAY.

MAINTAIN TRAFFIC SIGNAL HEADS WITH A MINIMUM OF 8 SEPARATION BETWEEN HEADS AS VIEWED FROM THE APPROACH

MAINTAIN MAST ARMS AND PEDESTAL POLE FOUNDATIONS

FLUSH WITH THE SIDEWALK OR SURROUNDING GRADE.

JACKAWANNA

COUNTY: LACUMBA MUNICIPALITY: CITY OF SCRANTON

INTERSECTION: 7TH AVE./PROVIDENCE RD. (S.R. 3029) AND
13TH OLIVE ST /MINCHAK WAY- AND W. OLIVE PLAZA

W. OLIVE ST./MONTGOMERY HIGH SCHOOL

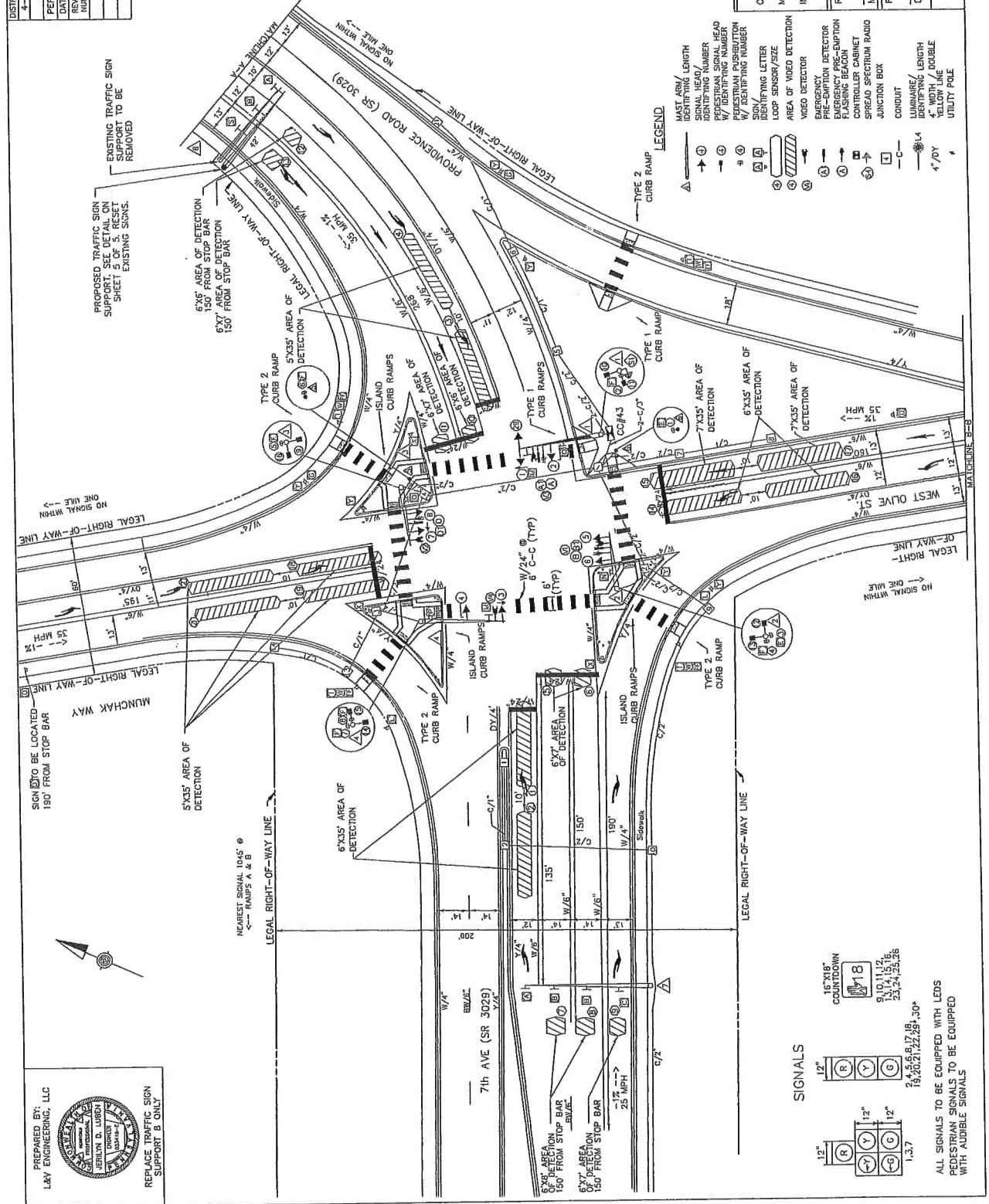
REVIEWED:

MUNICIPAL OFFICIAL _____ DATE _____

RECOMMENDED:

DISTRICT TRAFFIC ENGINEER	DATE
---------------------------	------

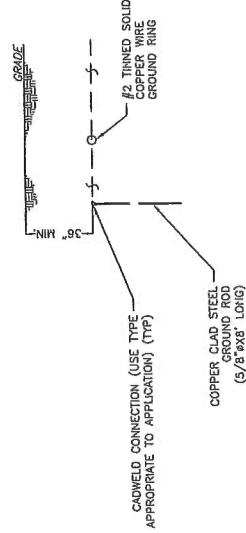
SCALE: 0 20 40 60



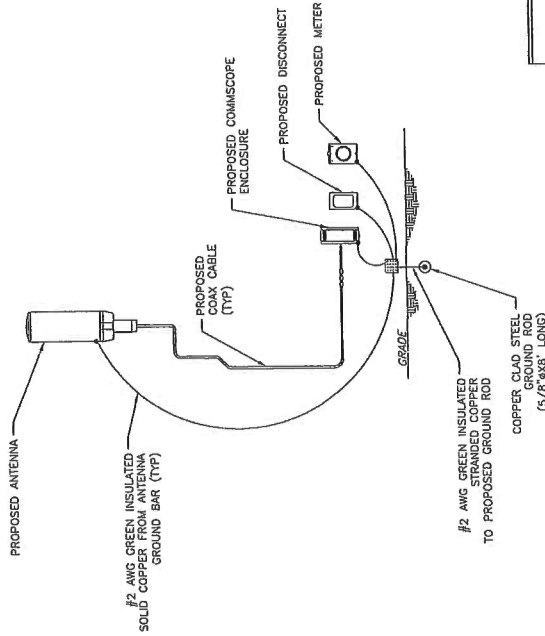


REPLACE TRAFFIC SIGN
SUPPORT 8 ONLY

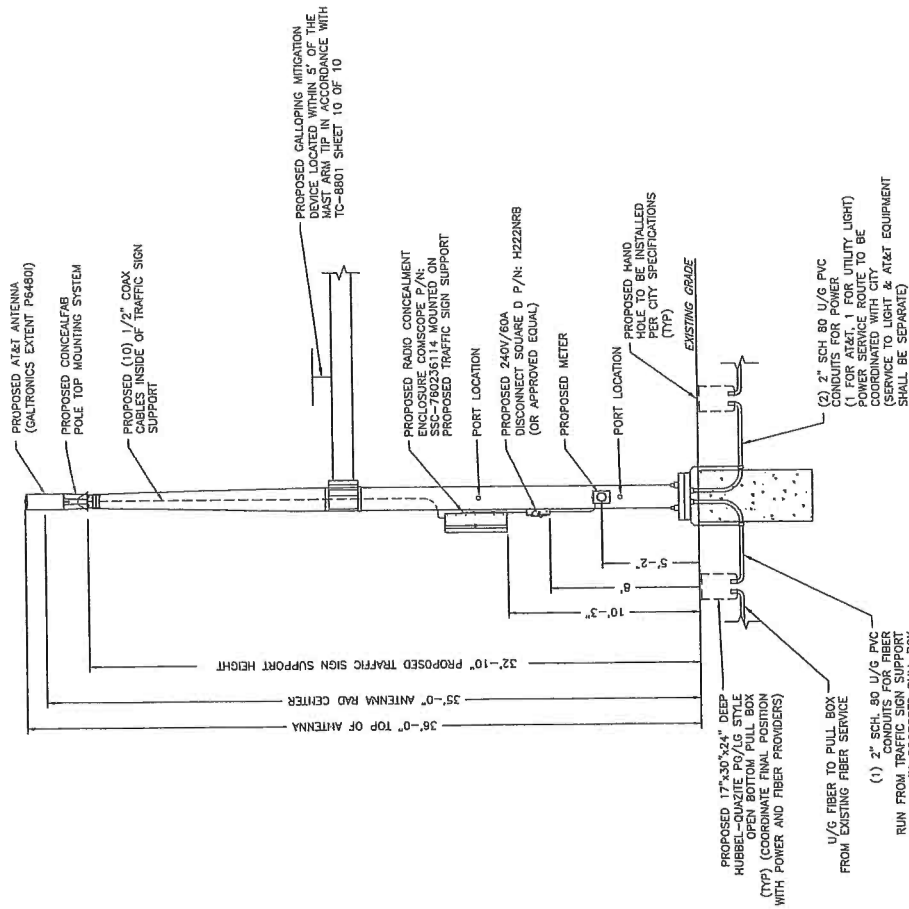
DISTRICT	COUNTY	ROUTE	SECTION	SHEET
4-0	LACKAWANNA			
CITY OF SCRANTON				
PERMIT NO. 40040	SHEET 5 OF 5			
DATE ISSUED: 05/17/08	DATE REVISED:			
REVISION NUMBER	REVISIONS	DATE	BY	
1	ADDITIONAL APPROACH AT ICEBOX DRIVEWAY		SMS	
2	AS BUILT PLANS			
3	REPLACE TRAFFIC SIGN SUPPORT B ONLY	12/17/18	JDL	



TYPICAL GROUND ROD DETAIL



GROUNDING RISER DIAGRAM



TRAFFIC SIGN SUPPORT A DETAIL

COUNTY:	LACKAWANNA
MUNICIPALITY:	CITY OF SCRANTON
INTERSECTION:	7TH AVE./PROVIDENCE RD. (S.R. 3029) AND W. OLIVE ST./MUNCHAK WAY; AND W. OLIVE PLAZA
REVIEWED:	
MUNICIPAL OFFICIAL:	
DATE:	
RECOMMENDED:	
DISTRICT TRAFFIC ENGINEER:	
DATE:	

PREPARED BY:
LAW ENGINEERING, LLC



REPLACE TRAFFIC SIGN SUPPORT B ONLY

RESOLUTION NO. 212

2017

Introduced in Council on above date and
referred to Committee on RULES

November 30, 2017

City Clerk

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MASTER LEASE AGREEMENT BETWEEN THE CITY OF SCRANTON, HEREINAFTER DESIGNATED ("LESSOR") AND NEW CINGULAR WIRELESS PCS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, WITH ITS PRINCIPAL OFFICES AT 575 MOROSGO DRIVE, ATLANTA, GA 30324, HEREINAFTER DESIGNATED ("LESSEE") TO LEASE SPACE TO LESSEE WITH RESPECT TO PARTICULAR SITES AT WHICH LESSEE WISHES TO INSTALL, MAINTAIN, AND OPERATE, SMALL CELL COMMUNICATIONS EQUIPMENT, AS WELL AS ANY AND ALL NECESSARY LEASE SUPPLEMENTS OUTLINED HEREIN.

WHEREAS, Lessor is the owner of or holds a leasehold interest in certain buildings, light poles, utility poles, traffic control poles, facilities, rights of way and/or real property which are located within the geographic area of a license to provide wireless services licensed by the Federal Communications Commission ("FCC") to Lessee; and

WHEREAS, Lessee desires to install, maintain, and operate small cell communications equipment in and/or upon certain of Lessor's buildings, light poles, utility poles, traffic control poles, facilities, rights of way and/or real property; and

WHEREAS, Lessor and Lessee desire to enter into this Agreement to define the general terms and conditions which would govern their relationship with respect to particular sites at which Lessor may wish to permit Lessee to install, maintain, and operate small cell communications equipment as herein after set forth; and

WHEREAS, Lessor and Lessee acknowledge that they will enter into a Lease Supplement ("Supplement") substantially in the form as attached hereto as Exhibit "A". Lessee proposes to lease said space as outlined in Exhibit "B" attached hereto

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City officials are hereby authorized to execute and enter into the attached Master Lease Agreement between the City of Scranton (Lessor) and New Cingular Wireless PCS, LLC (Lessee) to lease space to Lessee with respect to particular sites at which Lessee wishes to install, maintain, and operate small cell communications equipment as well as any and all Lease Supplements for the locations in Exhibit "B" attached hereto.

CERTIFIED COPY

L. Reel City Clerk

Scranton, Pa. December 7, 2017
Committee on Rules reports favorably
on the within resolution.

Chairman

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Passed by the Council

December 7, 2017

Receiving the Affirmative votes of Council Persons

Perry, Rogan, Evans, Wechsler

Negative NONE Absent-Gaughan

[Signature]

President

Approved 12-2-17

[Signature]

Mayor

[Signature]

City Clerk

Certified Copy

Node 26 - CRAN_HARLY_SCRANTON_SCRN1_006

LEASE SUPPLEMENT

This Lease Supplement ("Supplement"), is made this 5 day of April, 2018, between The City of Scranton, having an address of 340 North Washington Street, Scranton, Pennsylvania 18711 ("Lessor"), and New Cingular Wireless PCS, LLC, a Delaware limited liability company, whose principal place of business is 575 Morosgo Drive, Atlanta, GA 30324 ("Lessee").

1. Master Lease Agreement. This Supplement is a Supplement as referenced in that certain Master Lease Agreement between The City of Scranton and New Cingular Wireless PCS, LLC, dated December 13, 2017, (the "Agreement"). All of the terms and conditions of the Agreement are incorporated herein by reference and made a part hereof without the necessity of repeating or attaching the Agreement. In the event of a contradiction, modification or inconsistency between the terms of the Agreement and this Supplement, the terms of this Supplement shall govern. Capitalized terms used in this Supplement shall have the same meaning described for them in the Agreement unless otherwise indicated herein.

2. Premises. Lessor hereby leases to Lessee certain spaces on and within Lessor's Property located at 835 Providence Road, Scranton, PA 18508. The Premises leased by the LESSOR to the LESSEE hereunder is shown on Exhibit "I" attached hereto and made a part hereof.

3. Term. The Commencement Date and the Term of this Supplement shall be as set forth in the Agreement.

4. Consideration. Rent under this Supplement shall be One Thousand Two Hundred and 00/100 Dollars (\$1,200.00) per year, payable to The City of Scranton at 340 North Washington Avenue, Scranton, Pennsylvania 18711. The annual rental for each extension term will be increased at the rate of fifteen percent (15%) of the annual rental for the previous term.

5. Site-Specific Terms. (Include any site-specific terms)

* The following subsection 5 (a) shall be added to the first ten (10) Supplements **only** that are signed between the Parties:


a. ADDITIONAL RENT ("Capital Costs"). As additional rent, LESSEE further agrees to pay LESSOR a non-refundable one-time payment of Five Thousand and 00/100 dollars (\$5,000.00) on the first ten (10) fully executed Supplements, which shall be due and payable within thirty (30) days of the commencement of construction under the applicable Supplement ("Capital Costs"). The parties understand and agree that the Capital Costs are being paid to LESSOR to reimburse LESSOR for fees incurred in the performance of this Agreement, and no further Capital Costs shall be payable to LESSOR beyond the first ten (10) fully executed Supplements. The cumulative Sum of Capital Costs paid by LESSEE to LESSOR shall not exceed Fifty Thousand and 00/100 (\$50,000.00). This Supplement is the seventh Supplement entered into between the Parties.

IN WITNESS WHEREOF, the Parties hereto have set their hand and affixed their respective seal the day and year first above written.

[Signature Page To Follow]

LESSOR:

The City of Scranton

By: 
Name: William L. CourtrightTitle: Mayor
Date: 3-22-18
WITNESS**LESSEE:**New Cingular Wireless PCS, LLC
By: AT&T Mobility Corporation
Its: ManagerBy: 
Name: John GreenTitle: Area Manager, Construction
and EngineeringDate: 4/5/18
WITNESS

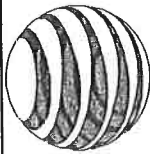
CITY OF SCRANTON

ATTEST:

BY: L. Reed
Lori Reed, City ClerkDate: 3.22.2018BY: W. L. Courtright
William L. Courtright, MayorDate: 3-22-18BY: Roseann Novembrino
Roseann Novembrino, City ControllerDate: 3-28-18

APPROVED AS TO FORM:

BY: J. Eskra
Jessica L. Eskra, Esq., City SolicitorDate: 3/23/18



at&t
mobility corp.

FA NUMBER: 14076638 / PACE NUMBER: MRPHL017537 / USID: 181897

SITE NAME: NODE 26F PA DOT NON-ELECTRIC TRAFFIC MAST

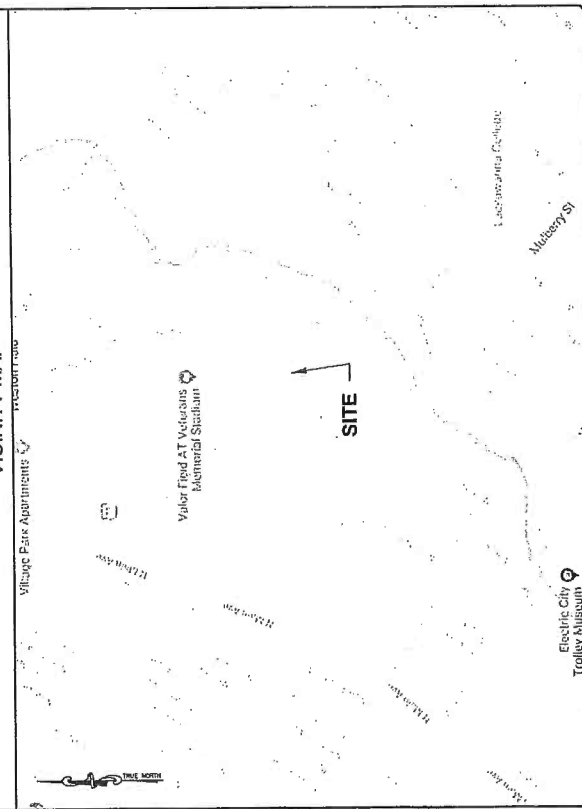
SMALL CELL PROJECT

835 PROVIDENCE ROAD, SCRANTON, PA 18508
CITY OF SCRANTON, LACKAWANNA COUNTY

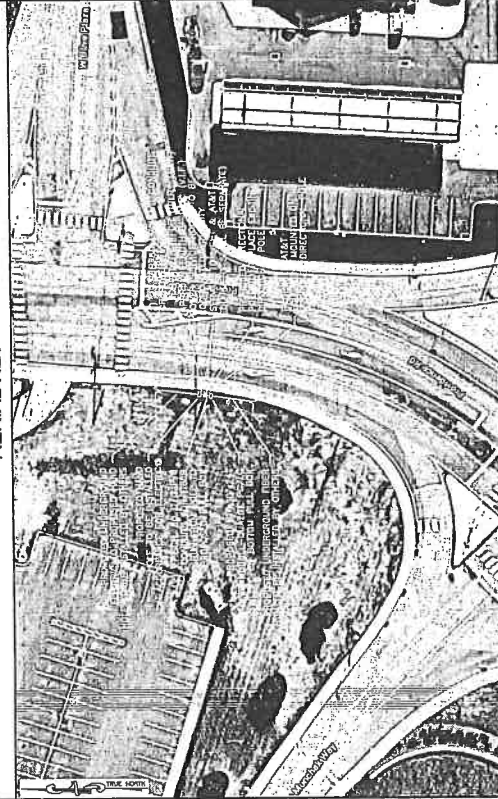


Know what's below.
Call before you dig.

VICINITY MAP



AERIAL KEY



THESE DRAWINGS ARE SCALED TO FULL SIZE AT 22"x34" AND HALF SIZE AT 11"x17". CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND ALL DIMENSIONS SHALL BE INDICATED IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAME. CONTRACTOR SHALL USE BEST MANAGEMENT PRACTICE TO PREVENT STORM WATER POLLUTION DURING CONSTRUCTION.

PROJECT INFORMATION

SITE ADDRESS: 835 PROVIDENCE ROAD
SCRANTON, PA 18508
LONGITUDE (NAD 83): 76.1461274
LATITUDE (NAD 83): 41.75166287
JURISDICTION: CITY OF SCRANTON
LACKAWANNA COUNTY
CONSTRUCTION TYPE: I/B
USE GROUP: U
TELCO PROVIDER: LNS
POWER PROVIDER: TPA
1-800-342-5775
GROUND ELEVATION: 688.0' (MARS)

CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THE LATEST EDITIONS OF THE FOLLOWING CODES.

- PA UCC2008 BC
- 2011 NATIONAL ELECTRICAL CODE
- NFPA 700, LIGHTING PROTECTION CODE
- 2003 NFPA 101, LIFE SAFETY CODE
- 2003 IFC
- AMERICAN CONCRETE INSTITUTE
- AMERICAN INSTITUTE OF STEEL CONSTRUCTION
- MANUAL OF STEEL CONSTRUCTION 13TH EDITION
- ANSI/TIA-222-G OR LATEST EDITION
- TIA 607
- INSTITUTE FOR ELECTRICAL & ELECTRONICS ENGINEER
- IEEE C62 NATIONAL ELECTRIC SAFETY CODE LATEST EDITION
- TELECOMIA GR-425
- ANSI/311

DRAWING INDEX

01	TITLE SHEET
02	GENERAL NOTES
03	SITE PLAN
04	EXISTING & PROPOSED ELEVATION
05	ANTENNA DETAILS
06	EQUIPMENT DETAILS
07	GROUNDING DETAILS
08	ELECTRICAL DIAGRAM & DETAILS
09	FOUNDATION NOTES & DETAILS

USE IN CONCRETE FOUNDATIONS
AND FOUNDATIONS SHALL BE PERFORMED ON THIS SITE
WITHOUT REVIEW OF THE APPROVED STRUCTURAL
ENGINEER. CONTRACTOR SHALL NOTIFY THE ENGINEER
IN WRITING.



PENNSYLVANIA LAW REQUIRES TO
THIS ANY EARTH MOVING ACTIVITIES

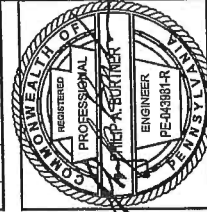
NEC
TOTALLY COMMITTED.
NHC ENGINEERING SERVICES, LLC
1777 YORK ST. SUITE 400
ELLENDALE, PA 15037
(412) 261-2022



FA# 14076638
PACE# MRPHL017537
USID: 181897
835 PROVIDENCE ROAD
PA DOT NON-ELECTRIC
TRAFFIC MAST
SCRANTON, PA 18508
CITY OF SCRANTON
LACKAWANNA COUNTY

REVISIONS

REV	DATE	DESCRIPTION	BY
1	08/01/14	ISSUED FOR PERMITTING	JC
2	08/01/14	REVISED PER COMMENTS	JPD
3	08/01/14	PRELIMINARY ON	JPD



PHILIP A. BURKNER, P.E.
PENNSYLVANIA PROFESSIONAL ENGINEER
LICENSE #43881-R

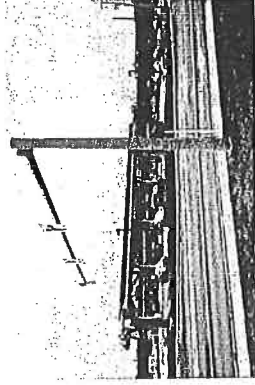
TITLE SHEET

SHEET
01 OF 09

ISSUED FOR PERMITTING ONLY

NOTE:

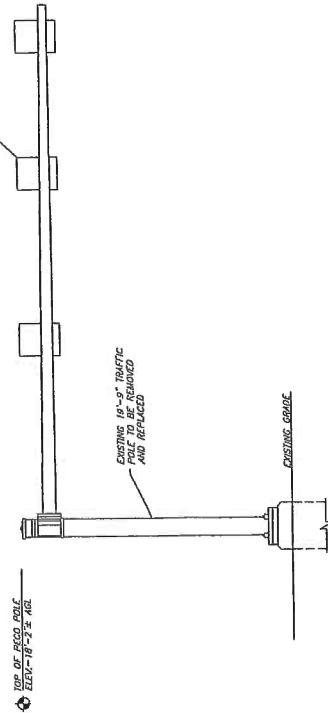
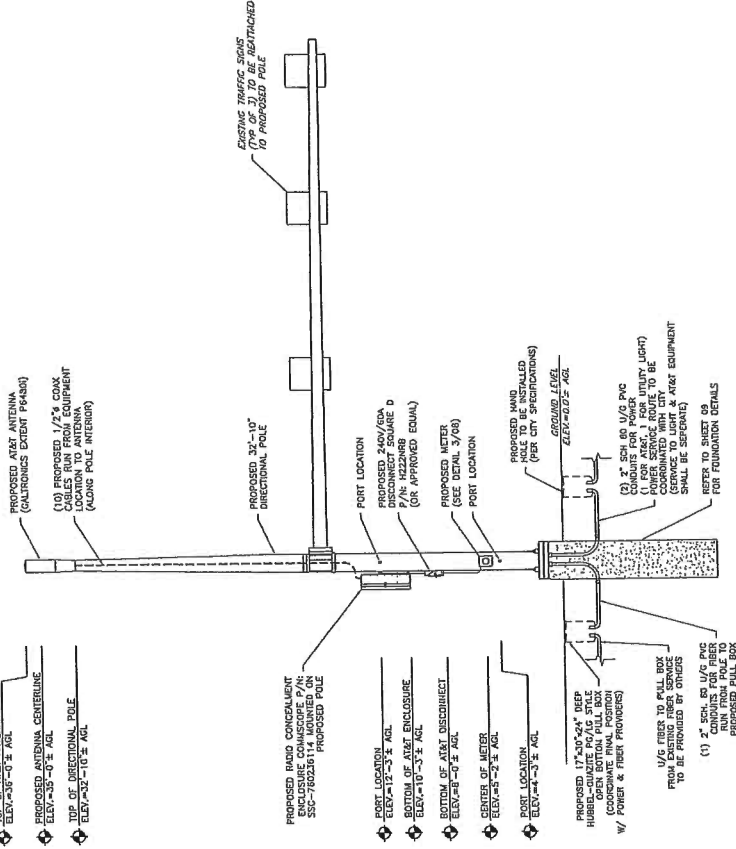
1. ALL EQUIPMENT, CABLES AND ANTENNAS TO BE PAINTED OR MARKED TO MATCH THE EXISTING COLOR OF THE STRUCTURE.



EXISTING CONDITIONS

- TOP OF AT&T ANTENNA
ELEV. -35'-0" ± AGL
- PROPOSED ANTENNA CENTERLINE
ELEV. -35'-0" ± AGL
- TOP OF DIRECTIONAL POLE
ELEV. -32'-10" ± AGL

- PROPOSED AT&T ANTENNA
(CALTRONICS EXEMPT #64300)
- (10) PROPOSED 1/2" COAX CABLES AND EQUIPMENT LOCATION TO ANTENNA (ALONG POLE INTERIOR)



1 EXISTING ELEVATION
SCALE: 1" = 4' (100%)

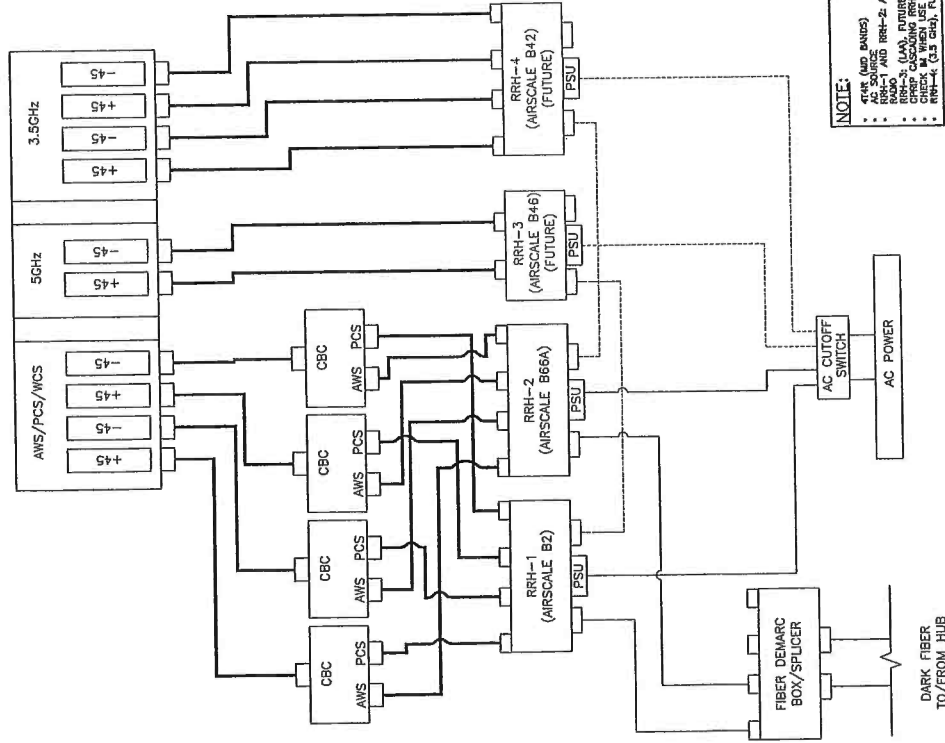


2 PROPOSED ELEVATION
SCALE: 1" = 4' (100%)

ENGINEERING FIRM	APPLICANT	SITE INFORMATION	DESIGN RECORD	PROFESSIONAL STAMP	ENGINEER	SHEET TITLE	SHEET NUMBER																
NBIC TOTALLY COMMITTED NBI&C ENGINEERING SERVICES, LLC 1775 SOUTH PARKWAY WEST SUITE 17, SUITE 100 BLUE BELT, PA 15422 (412) 261-1234	at&t mobility corp.	FA# 14076538 PACE# MRPHLO7537 USID: 191897 NODE 28F 855 PROVIDENCE ROAD PA 18104-1000 TRAFFIC MAST SCRANTON, PA 18508 CITY OF SCRANTON LACKAWANNA COUNTY	<table border="1"><thead><tr><th>REV</th><th>DATE</th><th>DESCRIPTION</th><th>BY</th></tr></thead><tbody><tr><td>2</td><td>10/21/14</td><td>ISSUED FOR PERMITTING</td><td>AS</td></tr><tr><td>1</td><td>09/24/14</td><td>REVISED PER COMMENTS</td><td>PHD</td></tr><tr><td>0</td><td>09/23/14</td><td>PRELIMINARY CD</td><td>PHD</td></tr></tbody></table>	REV	DATE	DESCRIPTION	BY	2	10/21/14	ISSUED FOR PERMITTING	AS	1	09/24/14	REVISED PER COMMENTS	PHD	0	09/23/14	PRELIMINARY CD	PHD	<p>PHILIP A. BURTNER REGISTERED PROFESSIONAL ENGINEER PE-043981-R PENNSYLVANIA</p>	PHILIP A. BURTNER, P.E. PENNSYLVANIA PROFESSIONAL ENGINEER LICENSE #043981-R	EXISTING & PROPOSED ELEVATION	SHEET 04 OF 09 458
REV	DATE	DESCRIPTION	BY																				
2	10/21/14	ISSUED FOR PERMITTING	AS																				
1	09/24/14	REVISED PER COMMENTS	PHD																				
0	09/23/14	PRELIMINARY CD	PHD																				



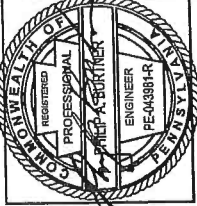
ISSUED FOR PERMITTING ONLY

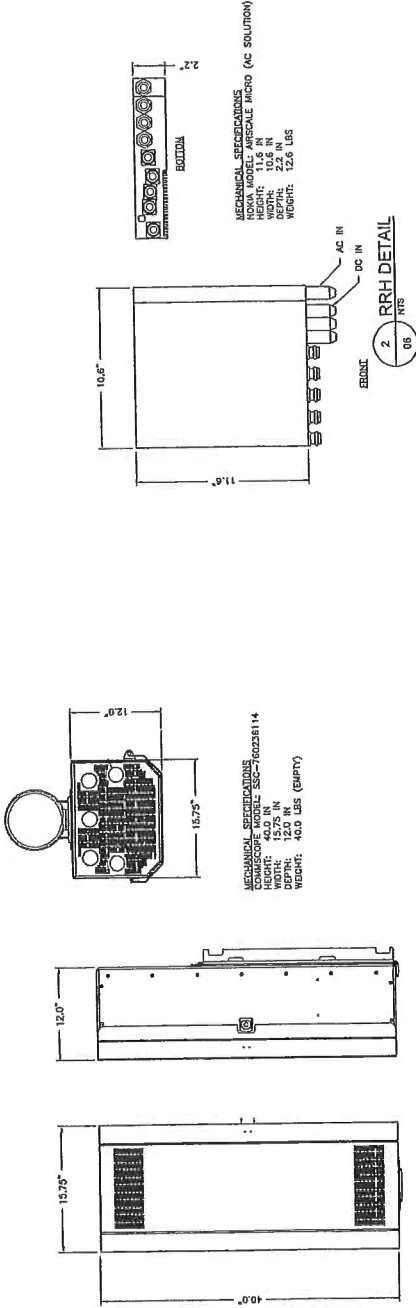
NOTE:
ALL EQUIPMENT, CABLES AND ANTENNAS
SHALL BE IDENTIFIED BY THE EXTERIOR COLOR OF THE
STRUCTURE



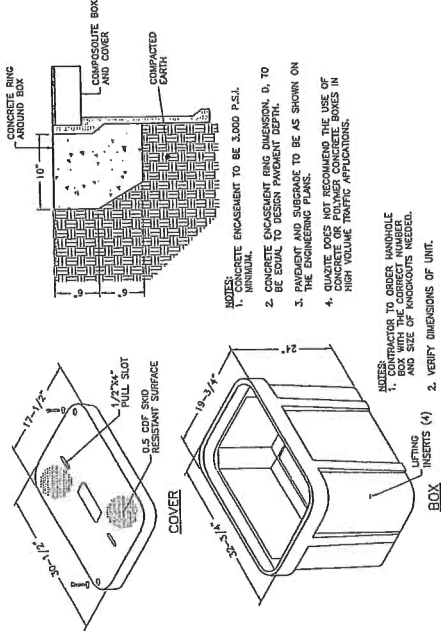
1 PLUMBING DIAGRAM
05 NTE

ENGINEERING FIRM	ENGINEER	PROFESSIONAL STAMP	DESIGN RECEIPT	SITE INFORMATION	APPLICANT	ENGINEERING FIRM																											
<p>at&t mobility corp.</p>			<p>FA# 14076638 PAC# MRPHLOT7537 USID: 181887 NODE 26F 835 PROVIDENCE ROAD PA DOT NON-ELECTRIC TRAFFIC SIGNAL SCRAFFORD, PA 18908 CITY OF SCRANTON LACKAWANNA COUNTY</p>			<p>REVISIONS</p> <table><thead><tr><th>REV</th><th>DATE</th><th>DESCRIPTION</th><th>BY</th></tr></thead><tbody><tr><td>1</td><td>02/11/18</td><td>ISSUED FOR PERMITTING</td><td>JC</td></tr><tr><td>2</td><td>02/11/18</td><td>REVISED FOR COMMENTS</td><td>PHD</td></tr><tr><td>3</td><td>02/11/18</td><td>PRELIMINARY CD</td><td>PHD</td></tr></tbody></table>			REV	DATE	DESCRIPTION	BY	1	02/11/18	ISSUED FOR PERMITTING	JC	2	02/11/18	REVISED FOR COMMENTS	PHD	3	02/11/18	PRELIMINARY CD	PHD	<p>PHILIP A. BURNER, P.E. PENNSYLVANIA PROFESSIONAL ENGINEER LICENSE #43881R</p>			<p>ANTENNA DETAILS</p>			<p>SHEET 05 OF 09 459</p>		
REV	DATE	DESCRIPTION	BY																														
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2	02/11/18	REVISED FOR COMMENTS	PHD																														
3	02/11/18	PRELIMINARY CD	PHD																														

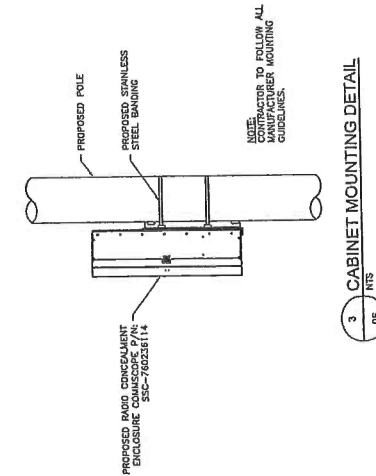
 <p>TOTALLY COMMITTED N&C ENGINEERING SERVICES, LLC 1777 SEVENTH AVENUE WEST BLUE BELT, PA 19422 (610) 486-1000</p>		 <p>at&t mobility corp.</p>		<p>FA# 14076638 PAGE# MRPHLO7537 USID: 181897 NODE 26F 835 PROVIDENCE ROAD PA DOT NON-ELECTRIC PROJECT NO. 04-00000000 CITY OF SCRANTON LACKAWANNA COUNTY</p>		<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/11/18</td> <td>ISSUED FOR PERMITTING</td> <td>PMO</td> </tr> <tr> <td>2</td> <td>05/11/18</td> <td>REVISED PER COMMENTS</td> <td>PMO</td> </tr> <tr> <td>3</td> <td>05/11/18</td> <td>PRELIMINARY CEN</td> <td>PMO</td> </tr> </tbody> </table>		NO.	DATE	DESCRIPTION	BY	1	05/11/18	ISSUED FOR PERMITTING	PMO	2	05/11/18	REVISED PER COMMENTS	PMO	3	05/11/18	PRELIMINARY CEN	PMO			<p>PHILIP A. BURTNER, P.E. PENNSYLVANIA PROFESSIONAL ENGINEER LICENSE #A3381R</p>		<p>EQUIPMENT DETAILS</p>		<p>SHEET NUMBER</p> <p>06 OF 09</p> <p>460</p>	
NO.	DATE	DESCRIPTION	BY																												
1	05/11/18	ISSUED FOR PERMITTING	PMO																												
2	05/11/18	REVISED PER COMMENTS	PMO																												
3	05/11/18	PRELIMINARY CEN	PMO																												



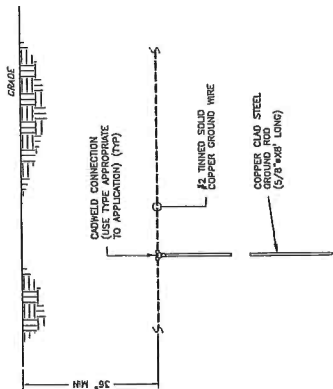
1 COMMSCOPE ENCLOSURE DETAIL
05
06
NTS



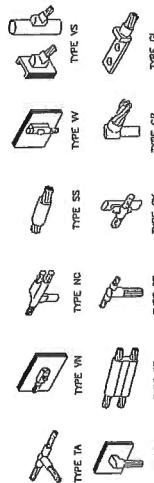
2 PULL BOX DETAIL
05
06
NTS



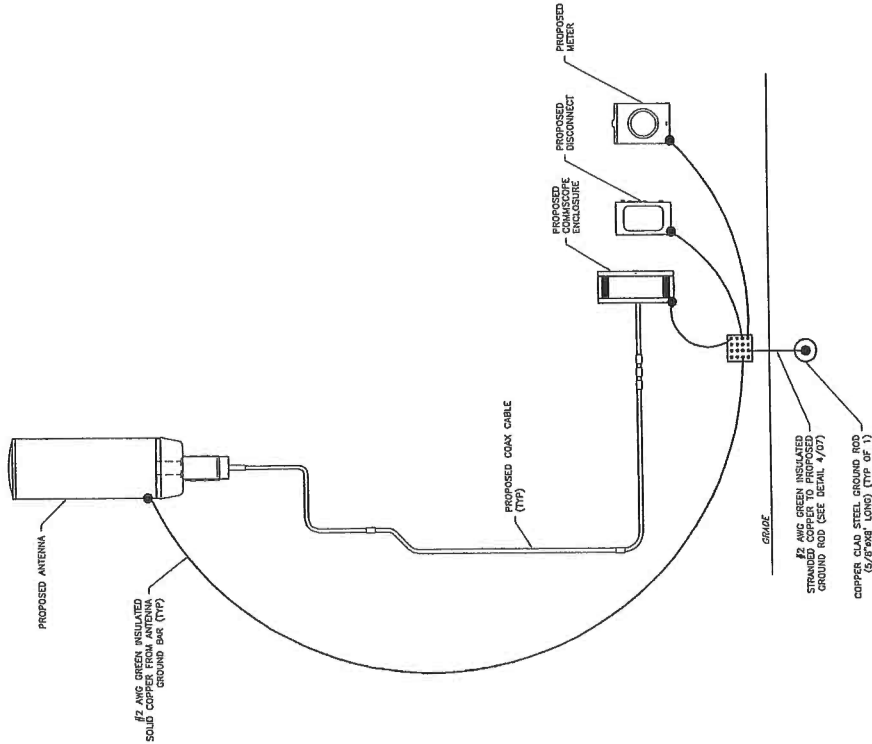
MOUNTING NOTE:
IF FIELD CONDITIONS DO NOT ALLOW FOR INSTALLATION AS DIRECTED, CONTRACTOR IS TO CONTACT ENGINEER FOR FURTHER INSTRUCTIONS.



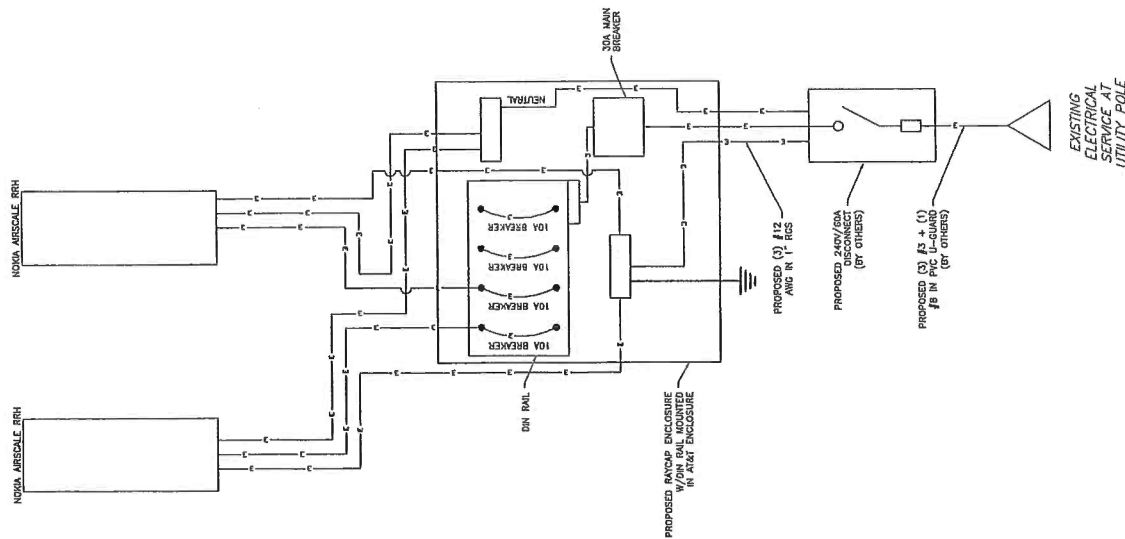
1 TYPICAL GROUND ROD DETAIL



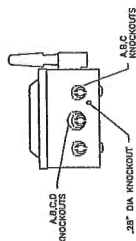
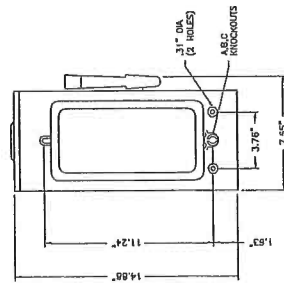
2 GROUNDING CONNECTION DETAILS



3 GROUNDING RISER DIAGRAM

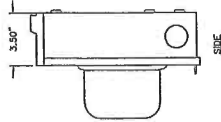
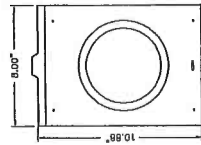


ONE LINE DIAGRAM

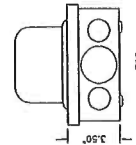


- NOTES:**
1. UL LISTED — E2875
 2. FINISH — GRAY BAKED ENAMEL
 3. ALL NEUTRALS — INSULATED GROUNDABLE
 4. WHEN MOUNTING THESE SWITCHES, ALLOW 3" MIN. CLEARANCE
- USE BOTH OUTER SWITCHING POLES
- IF CORNER GROUNDED DELTA, INSTALL NEUTRAL AND USE OUTER SWITCHING POLES FOR UNGROUNDED CONDUCTORS

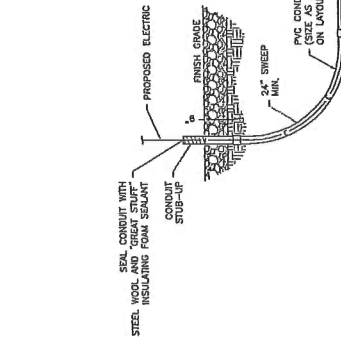
2 PROPOSED DISCONNECT DETAIL



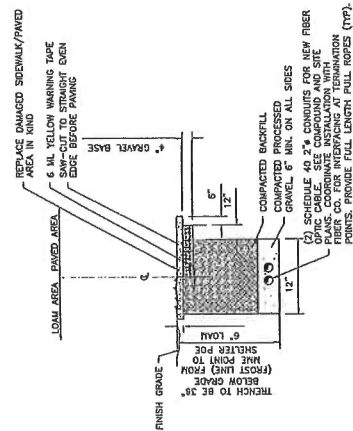
3 METER 120/240 DETAIL
05 NTS



SQUARE D LOAD CENTER:
PART NO. UTRS101BE-SQD

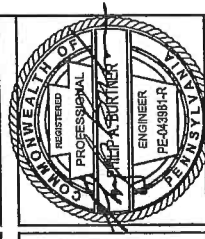


3 CONDUIT STUB-UP DETAIL



UTILITY TRENCH DETAIL

DESIGN RECORD		REVISIONS			
REV	DATE	DESCRIPTION	BY	PHD	JC
6	01/29/19	PRELIMINARY CD's			
1	02/01/18	REQUIRED PER COMMENTS			
2	02/21/18	ISSUED FOR PERMITTING			



PHILIP A. BURTNER, P.E.
PENNSYLVANIA PROFESSIONAL ENGINEER
LICENSE #043981-R

ELECTRICAL PLAN & DETAILS

SHEET NUMBER

08 OF 30
SHEET

462

ISSUED FOR PERMITTING ONLY

NOTES

1. ALL CONCRETE WORK SHALL CONFORM TO ACI 318, "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE" AND TO THE PROJECT SPECIFICATIONS.
2. ALL CONCRETE IS TO BE NORMAL DENSITY CONCRETE WITH A MAXIMUM SLUMP OF 4 INCHES. MAXIMUM AGGREGATE SIZE 3/4 INCH, NO ADDITIONAL WATER SHALL BE ADDED TO THE CONCRETE AT THE JOB.
3. PROVIDE AN EMBEDMENT OF 4 TO 6 INCHES IN ALL EXPOSED CONCRETE WORK WITH AIR-ENTRAPPING ADJUNCTIVE. COMPLIANCE WITH ASTM C494 SHALL BE MAINTAINED THROUGHOUT THE ENTIRE CONSTRUCTION PERIOD. AIR-ENTRAPPING AGENT SHALL NOT EXCEED 0.1 PERCENT BY WEIGHT.
4. NO VIBES OR SLICES SHALL BE MADE THROUGH CONCRETE WORK OTHER THAN THOSE INDICATED ON THE STRUCTURAL DRAWINGS WITHOUT THE APPROVAL OF THE STRUCTURAL ENGINEER.
5. ALL FORMWORK OFFSET TOLERANCES (PER ACI 117) TO BE CLASS A.

EDUCATIONAL NOTES:

1. DESIGN INFORMATION AND GENERAL REQUIREMENTS

- A. DESIGN CONFORMS TO INTERNATIONAL BUILDING CODE 2009.
- A. AMERICAN CONCRETE INSTITUTE "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE," ACI 318-09.

2. FOUNDATIONS

- A. FOUNDATIONS SHALL BE DESIGNED AND CONSTRUCTED TO SUPPORT ALL EXISTING AND PROPOSED STRUCTURES AND UTILITIES.
- B. THOROUGHLY COMPACT ALL BOTTOM OF FOOTINGS PRIOR TO PLACING ANY CONCRETE.

3. CONCRETE

- A. CONCRETE CONSTRUCTION SHALL CONFORM TO "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS," (ACI 301-89).
- B. FORMWORK SHALL CONFORM TO ACI 301 "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS."

3.1. REINFORCEMENT

- A. REINFORCING STEEL, ASTM A615, GRADE 60, WELDED WIRE ASTA 1015 (PLAIN SHEET PILING) AND BARS SHALL BE USED. ALL BARS SHALL BE EPOXY COATED. BARS, SUPPORT BARS, ETC. HOOK LENGTHS SHALL BE 12 BAR DIAMETERS.

3.2. REINFORCEMENT

- A. CONCRETE COVER FOR REINFORCING BARS SHALL BE AS FOLLOWS.
- B. FORMS & SLABS CAST AGAINST GROUND OR EXISTING CONCRETE SHALL HAVE A MINIMUM COVER OF 3" FOR BARS GREATER THAN #3. 3"
- AT BARS #3 OR LESS, COVER TO GROUND OR EXISTING CONCRETE SHALL BE 2" 2"
- BEAMS, GIRDERS & COLUMNS 1-1/2"
- SLABS & WALLS 3/4"

3.3. CAST-IN-PLACE CONCRETE

- A. MINIMUM 28 DAY CYLINDER STRENGTH AND MAXIMUM SLUMP, PRIOR TO ADDITION OF SUPER PLASTICIZERS, AS FOLLOWS:

CLASS	FOOTINGS	CLASS II INTERIOR ELEVATED	CLASS V OTHER WORK	EXCAVATION OF FOUNDATIONS
MIN. STRENGTH	4500	4500	4500	2000
MAX. SLUMP	5"	4"	4"	N/A

- B. ALL CONCRETE SHALL BE PLACED IN LAYERS NOT EXCEEDING 4 INCHES. ALL CONCRETE SHALL BE CONSOLIDATED BY VIBRATION. CONCRETE CONTAINING CHLORIDES SHALL BE USED IN ANY CONCRETE.

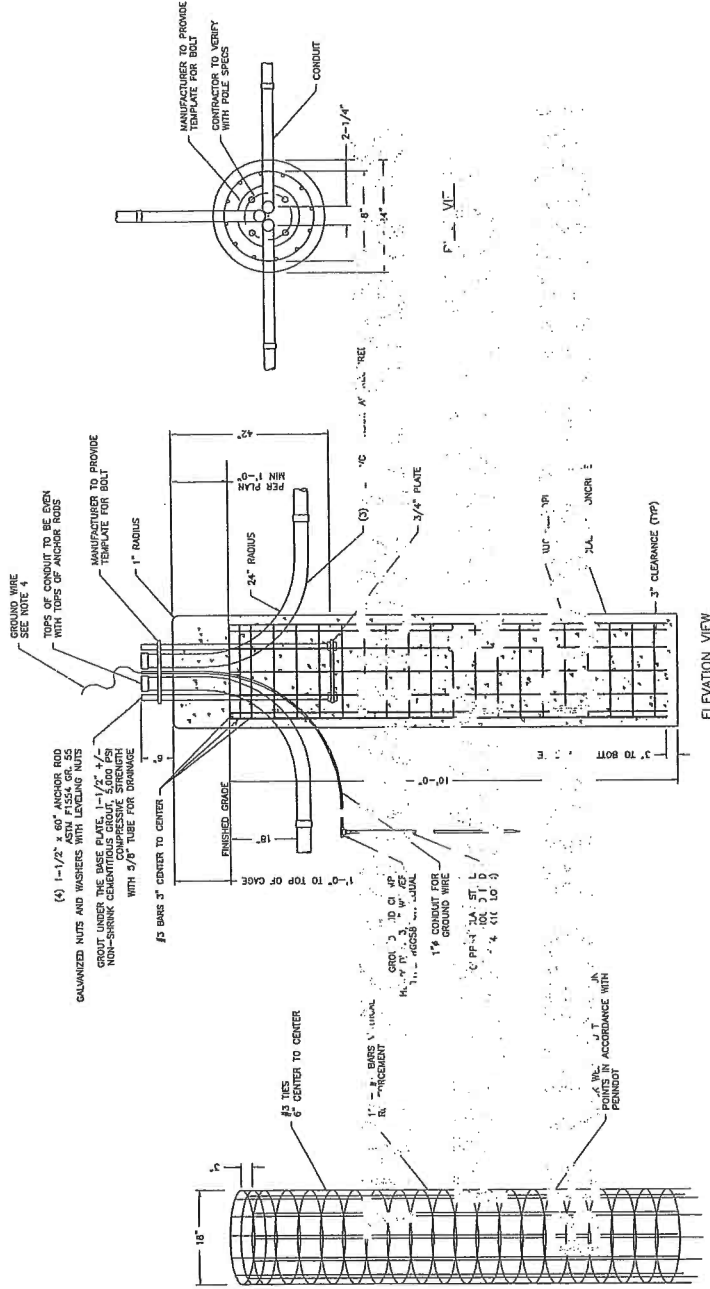
- C. COURSE AGGREGATE FOR NORMAL WEIGHT CONCRETE SHALL CONFORM TO ASTM C33 SIZE #57. COURSE AGGREGATE #57, LIGHT WEIGHT CONCRETE SHALL CONFORM TO ASTM C973 WEIGHT #4.

- D. COLD WEATHER PLACEMENT SHALL COMPLY WITH ACI 306.1

- E. HOT WEATHER PLACEMENT SHALL COMPLY WITH ACI 305 R.

- F. CHAMFER ALL EXPOSED EDGES 3/4".

- G. THE MAXIMUM TEMPERATURE OF ALL CONCRETE AT DELIVERY TO THE SITE SHALL BE 85°F. TOTAL DELIVERY TIME SHALL BE LESS THAN 75 MINUTES.



1 POLE FOUNDATION DETAIL

<p>TOTALLY COMMITTED NBIC ENGINEERING SERVICES, LLC 1777 BUCKLE UP BLVD., SUITE 200 BLUE BELLS, PA 19422 PH: 484.241.2422</p>	<p>at&t mobility corp.</p>	<p>FA# 14076638 PACES MRPHLO77537 USID: 181897 835 PROVIDENCE ROAD PA DOWNTOWN CENTER TRAFFIC MAST SCRANTON, PA 18508 CITY OF SCRANTON LACKAWANNA COUNTY</p>	<p>REVISIONS</p> <table border="1"> <tr> <th>REV</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> </tr> <tr> <td>1</td> <td>02/01/14</td> <td>REVISED PER COMMENTS</td> <td>PHD</td> </tr> <tr> <td>2</td> <td>02/01/14</td> <td>REVISED PER COMMENTS</td> <td>PHD</td> </tr> <tr> <td>3</td> <td>02/01/14</td> <td>REVISED PER COMMENTS</td> <td>PHD</td> </tr> </table>	REV	DATE	DESCRIPTION	BY	1	02/01/14	REVISED PER COMMENTS	PHD	2	02/01/14	REVISED PER COMMENTS	PHD	3	02/01/14	REVISED PER COMMENTS	PHD		<p>PHILIP A. BURTMER, P.E. PENNSYLVANIA PROFESSIONAL ENGINEER LICENSE #043881-R</p>	<p>FOUNDATION NOTES & DETAILS</p>	<p>SHEET NUMBER 09 OF 09 SHEET</p>
REV	DATE	DESCRIPTION	BY																				
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3	02/01/14	REVISED PER COMMENTS	PHD																				



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 16, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED


OCT 16 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40040 7th AVENUE/PROVIDENCE ROAD (SR 3029) AND OLIVE STREET/MUNCHAK WAY AND OLIVE PLAZA FOR MODIFICATIONS TO ACCOMMODATE NEW CINGULAR WIRELESS D/B/A/ AT&T MOBILITY SMALL CELL SITES PROJECT, INCLUDING MAST ARM REPLACEMENT.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl